

**Board of Education
Newtown, Connecticut**

Minutes of the Board of Education meeting on June 21, 2016 at 8:00 p.m. in the council chambers at 3 Primrose Street.

K. Alexander, Chair	J. Erardi
M. Ku, Vice Chair	J. Davila
D. Leidlein, Secretary (8:32 p.m.)	R. Bienkowski
K. Hamilton (absent)	1 Staff
J. Vouros (absent)	1 Public
R. Harriman-Stites	1 Press
A. Clure	

Mr. Alexander called the meeting to order at 8:00 p.m.

Item 1 – Pledge of Allegiance

Item 2 – Policy Discussion with CABA Attorney

Mrs. Ku spoke about questions from the policy subcommittee regarding how much Board of Education policies should mirror Town policies, public participation at Board meetings and the bidding policy.

Attorney Rebecca Adams from CABA spoke about public participation. This is a public forum so the Board cannot restrict public comment. In public forums you can be limited to agenda items but you cannot limit public participation to just residents because people living out of town may have an interest to speak. She reviewed rules of the Legislative Council which are not binding by the Board of Education. There should also be a definite time limit for public comments.

Mr. Alexander asked about our public participation statement on the agenda and allowing comments on items not on the agenda.

Attorney Adams saw no problem with our statement. It's up to the chair to stop anyone from speaking on agenda items or topics not on the agenda. Regarding the bidding process, the Newtown Charter states that the Town purchasing agents are Pat Llodra and Bob Tait and lists the Board of Education as a department for organizational purposes but we are not a department. In the previous Charter under the office of the Financial Director, the Town will be the purchasing authority but the revised charter eliminated that.

Mr. Alexander said that regarding the purchasing agent the Board of Education is a branch of the State Board of Education. The regulation is that the Town has no authority over the Board of Education and cannot be our purchasing agent.

Attorney Adams stated that the Town cannot tell the Board of Education what to do with their budget. CABA recommends having the right to choose the bid.

Item 3 – Consent Agenda

MOTION: Mrs. Ku moved that the Board of Education approve the consent agenda which includes the donation to Hawley School, and the resignations of Gary Franklin and Catharine Goralski. Mrs. Harriman-Stites seconded. Motion passes unanimously.

Item 4 – Public Participation

Item 5 – Reports

Chair Report:

Mr. Alexander stated that this afternoon he received the resignation of Kathy Hamilton as a Board member. We will go through the process of interviewing a replacement within 30 days. Mrs. Harriman-Stites requested information on that process.

Mr. Alexander said there is a policy which addressed what we are supposed to do. We will request input from anyone who would like to be involved.

Mrs. Ku said it was Policy 9221.

Superintendent's Report:

Dr. Erardi spoke about Public Act 16-188 which resulted in the governor signing Senate Bill 179 which will grant our request to balance our per pupil expenditure by bringing back to Newtown \$80,479 for fiscal year 2014-2015 and \$83,284 for fiscal year 2015-2016.

A copy of the transportation study was provided. Dr. Erardi will request an additional meeting in July as the July 19 presentation on the facility study could take the entire meeting. The transportation study could also need a full meeting.

Dr. Erardi commended Nathalie deBrantes who oversees the logistics of the high school graduation ceremony, Dr. Rodrigue and student body for making it a success. Having it held on Saturday was a positive experience.

Mrs. Davila presented an executive summary of the evaluation of the district assessment program with recommendations for the 2016-2017 school year.

Mr. Clure asked if information was provided on the cost of ridership in the transportation study.

Mr. Bienkowski said they did not provide a cost because it was not necessary to change the routes.

Mr. Clure wanted the cost.

Dr. Erardi verified that Mr. Clure wanted any additional cost to optimize the routes.

Mr. Clure said he was curious to get that cost. He asked three times publicly for this information. At various public meetings the question has been asked if we could reduce the number of buses and routes.

Dr. Erardi said he would have that information by the close of the next day.

Committee Reports:

Mrs. Ku reported the Policy Committee is continuing with the 3000 series with the goal to finish this fall. The Curriculum and Instruction committee received an update on a math textbook, curriculum writing plans this summer, NWEA reports were sent to parents, and the K-4 progress reports were on the parent portal.

Mrs. Leidlein reported on the Technology Committee meeting regarding cellular coverage, using Chrome books as opposed to laptops, leasing pricing as opposed to purchase prices. The next meeting is August 19. The CIP/finance committee met regarding the copier contract and did some re-adjusting on the CIP.

Mr. Alexander asked for the difference in the type of adjustments for the next meeting.

Mrs. Leidlein spoke about the transportation contract. They did an assessment of school buildings and asked what the Town has paid for running the buildings which is 35 cents per foot for \$350,000 that the CIP/finance committee would recommend putting in next year's budget.

Mrs. Harriman-Stites said the Town committee looked at the age of boilers, roofs, etc. The conversation is around getting a plan going forward and what should be done depending on the current state of the buildings.

Mr. Clure asked when we commit to using the O'Neill for graduation.

Dr. Erardi said it is competitive with other districts. WesConn allows each district to have three dates as placeholders. What comes into play is the number of snow days. The venue has

served us well. On a bad weather night makes it hard if it's scheduled to be held outdoors. He prefers an inside graduation.

Mr. Clure said the Pomperaug High School graduation had chairs on the floor and guests used the bleachers.

Dr. Erardi said the issue is the number of tickets per graduate. We would have to marginalize the number of tickets per person if we held it in our high school. It's doable but the O'Neill Center is a nice space. The present plan for the middle school next year is two nights for the moving-up ceremony.

Item 6 – Old Business

Future Forecast Committee:

Mrs. Harriman-Stites said the full report will be presented at the July 19 meeting.

Sandy Hook School Update:

Dr. Erardi stated that all aspects will be ready the first day of school.

Item 7 – New Business

MOTION: Mrs. Ku moved that the Board of Education adopt the amendment to the teacher Evaluation Plan rubric. Mrs. Leidlein seconded.

Motion passes unanimously.

Copier Contract:

MOTION: Mrs. Leidlein moved that the Board of Education approve a four-year copier lease contract with Canon Solution America effective July 1, 2016 through June 30, 2020, based on their proposal submitted and dated May 16, 2016 upon the recommendation of the Board finance subcommittee. Mrs. Ku seconded.

Mrs. Leidlein said when the CIP/finance committee reviewed the RFPs they felt Canon was the best respondent to the proposal.

Mr. Bienkowski said this proposal is less than what we've been paying the last four years.

Canon is the company the staff is most familiar with and will work with the planned services we are using which has eliminated waste.

Motion passes unanimously.

Sandy Hook School Donation Funds:

MOTION: Mrs. Ku moved that the Board of Education request the balance remaining in the following Sandy Hook Donations accounts:

- Sandy Hook School - \$115,385,
- Schools - \$4,465,
- Children - \$2,995, and
 - If approved by the United Way of Western CT, School Project Facilitator/Consultant \$9,918

All funds are to be used for school purposes.

Mrs. Leidlein seconded.

Dr. Erardi said this request came as a gesture from the Town side. The administration fully endorses their request to move the accounts through the school board.

Mr. Alexander said this will reduce a step in our ability to use these funds.

Mrs. Ku asked if these funds will maintain the donors' intents to which Dr. Erardi stated that they would.

Motion passed unanimously.

Tuition Rate Increase:

MOTION: Mrs. Leidlein moved that the Board of Education approve the increase in the tuition rate to \$17,600 for the 2016-2017 school year. Mrs. Harriman-Stites seconded.

Mr. Bienkowski said the motion should state to set the tuition rate instead of increase it.

Mrs. Leidlein moved to amend the motion to state "set the tuition rate" instead of "increase the tuition rate" which was seconded by Mrs. Harriman-Stites.

Mr. Clure asked for an explanation of who would be paying the tuition costs.

Dr. Erardi said we offer an opportunity to our staff at 25% of the tuition rate. If and when a parent requests that their child attend our schools, there are additional charges for extra services. We approve these on an annual basis and this is a growing conversation with our staff. We also look to grow a regional program.

Motion passes unanimously.

Healthy Food Certification:

MOTION: Mrs. Leidlein moved that that the Board of Education pursuant to section 12-215f of the Connecticut General Statutes, hereby certify that all food items offered for sale to students in the school(s) under our jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education will not meet said standards during the period of July 1, 2016 through June 30, 2017. Such certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to, school stores, vending machines, school cafeterias, and any fundraising activities on school premises, whether or not school sponsored. Mrs. Ku seconded.

Mr. Bienkowski said the meals we serve meet the federal and state standards. The primary reason we take this action is the latter part of the motion as it is very restrictive. It would limit things like the snack shack at the high school from selling certain foods.

Mrs. Harriman-Stites indicated that the State Statute number was incorrect.

Mrs. Leidlein amended the motion to change the statute from 12-215f to 10-215f. Mrs. Ku seconded.

Motion passes unanimously.

Minutes of June 7, 2016:

MOTION: Mrs. Ku moved that the Board of Education approve the minutes of June 7, 2016.

Mrs. Harriman-Stites seconded.

Mr. Clure asked to amend the minutes for approval at the next meeting.

Mrs. Ku moved to table the minutes. Mrs. Harriman-Stites seconded.

Vote: 4 ayes, 1 abstained (Mrs. Leidlein)

MOTION: Mrs. Ku moved to approve the correspondence report. Mrs. Leidlein seconded.

Mr. Clure suggested adding the letter from the Sandy Hook PTA to the Monroe for using Chalk Hill School.

Mr. Alexander said we also had a section in the Monroe Memorial Day Parade.

Motion passes unanimously.

First Read of Policies:

Mrs. Ku gave a short summary of each policy.

7-106 Nonresident or Tuition Students to add an additional sponsor

1100.1 Availability of Official Documents to comply with FOIA

1120 Public Participation in Board of Education Meetings references policy 9324

3323 Combines CABE policy with our current policy along with CABE policy 3310

Mrs. Leidlein requested research for policy 3323. Mrs. Ku suggested including the word catalog in this policy. Mrs. Leidlein said our policies are not dictated by the Town.

Mr. Alexander said our policies take precedent over the Town policies on the same subject. He is concerned about referencing a policy without seeing it. This policy will be brought back to the Board for another first read after being revised.

3450 coming from previous subcommittee work

3511 Darien policy regarding 504 regulations reviewed by CABE. We changed the regulations and clarified the contact person.

3515 replaces current policy and includes updated fees

3516 new policy based on legislation

3523.3 new and endorsed by the previous committee

3524 suggested by CABE

3524.1 replaces current policy

Mr. Clure asked to add that signage be put up when used pesticide will be used.

Dr. Erardi said we are not allowed to use pesticide on school grounds.

3532.1 CABE policy

3533 recommended by CABE

5131.6 replaces current policy

Mr. Clure asked if it was possible to add the practice of random drug testing of students in sports as a result of the drug problems in the state.

Dr. Erardi would have to contact legal counsel on that. We presently do not randomly test our students.

Mrs. Leidlein asked why we would only test athletes and not students in general.

Dr. Erardi said he would see Attorney Mills and check with him. Public schools are not practicing that testing.

Mrs. Leidlein said if we do that we would need information on how many students have issues and are involved in extracurricular activities.

Dr. Erardi stated that we do use a breathalyzer.

Mrs. Harriman-Stites said the committee did a lot of work around making sure this policy encompasses what is happening and also worked with athletic director.

5132 dress and grooming policy from the previous committee

5145.122 use of dogs to search school property replaces the existing policy

Mr. Clure asked if we got a report on the search.

Dr. Erardi said that the policy chief is responsible for coordinating the dogs. Prior to the search the high school principal, Chief and he are the only ones who know when the search will be held.

Mr. Clure asked to amend the policy to mandate when it takes place.

Dr. Erardi felt that could be a regulation. We follow the lead of our School Resource Officer, security officer and Chief of Police. He will see how often for the second read.

Mrs. Leidlein asked if the policy videotaped the searches.

Dr. Erardi said when sniffing lockers we have cameras on.

Mrs. Ku stated that keeping track of all of these policies is a big job and it would not happen without Meg Reilly.

Dr. Erardi said this policy committee meets twice a month and with both Board members who are truly all in to get this done.

Mr. Clure thanked the committee.

Mrs. Leidlein suggested having a policy workshop to move them forward.

Mr. Alexander said policy is an important job of the Board of Education and appreciated their work.

Item 8 – Public Participation

MOTION: Mrs. Leidlein moved to adjourn. Mr. Clure seconded. Motion passes unanimously.

Item 9 - Adjournment

The meeting adjourned at 10:22 p.m.

Respectfully submitted:

Debbie Leidlein
Secretary

Dear Dr. Erardi,

June 7, 2016

Please have the Board of Education approve the following donation checks:

Target Check #2878987 \$269.09

Ahold USA Check #007326363 \$150.17

Best,

Chris Moretti

The face of this document has a security background and micro printing in the signature line.



TARGET
Take Charge of Education
Mail Stop 5CF
PO BOX 59214
Minneapolis, MN 55459-0214

take charge of education

2878987
CHECK NO.

82-164
1021

DATE	AMOUNT
05/16/2016	*\$269.09

VOID AFTER 7 MONTHS

Pay to the order of **HAWLEY ELEMENTARY SCHOOL**

PAY: TWO HUNDRED SIXTY-NINE AND 09/100 DOLLARS



38991
Aspen, Colorado 81051


 Senior Vice President, Target Corporation

⑈ 28 78 98 7 ⑈ ⑆ 10 210 164 5 ⑆ 1 264 000 3 7 7 3 8 ⑈

Dear Principal,

Enclosed is your final Take Charge of Education® check. Please cash this check and use it for whatever your school needs most. Turn it into books, field trips, art supplies, new technology, or anything else your school dreams up.



PO BOX 7200
CARLISLE, PA 17013

CHECK NUMBER 007326363
CHECK DATE 06/03/2016
42 153/112

TO THE ORDER OF **HAWLEY ELEMENTARY SCHOOL**

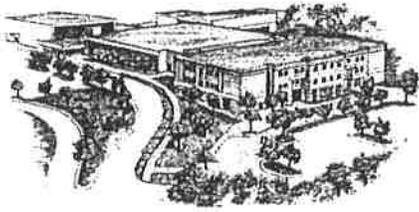
PAY ****ONE HUNDRED FIFTY DOLLARS & 17/100****

Bank of America, N.A.
South Portland, ME

*****150.17**

(CHIEF FINANCIAL OFFICER)

⑈ 00 73 26 36 3 ⑈ ⑆ 0 1 1 20 1 53 9 ⑆ 8 0 0 7 6 8 6 4 ⑈



NEWTOWN HIGH SCHOOL
12 BERKSHIRE ROAD
SANDY HOOK, CT 06482
(203) 426-7646
FAX (203) 426-6573

NEWTOWN SUCCESS-ORIENTED SCHOOL MODEL

All
Children
Can and
Will
Learn
Well



June 7, 2016

Dr. Joseph V. Erardi, Jr.
Superintendent, Newtown Public Schools
3 Primrose Street
Newtown, CT 06470

Dr. Erardi,

Please accept this letter as notice of my resignation as Social Studies Department Chair at Newtown High School. My last day of employment will be June 30, 2016.

I recently received an offer to become a Housemaster at Northwestern Regional High School in Winsted, Connecticut. After careful consideration and discussing the opportunity with my family, I accepted the position and will begin my work at Northwestern starting on July 1, 2016.

It has been a pleasure working at Newtown High School over the past four years. I have had the opportunity to grow as a professional in a supportive and intellectually challenging learning environment. The teachers and administrators that I have had the pleasure of working with are truly some of the most caring, empathetic, and dedicated professionals in the field of education. Furthermore, the students at Newtown High School made the last four years of my teaching career very rewarding and memorable.

I would like to make the transition to the next Department Chair as smooth as possible. Prior to the end of my tenure at Newtown High School, I will ensure that teacher schedules and room assignments are completed, supplies are ordered, and records are organized. You are also welcome to contact me with any questions or concerns over the summer.

Thank you again for the opportunity to work at Newtown High School. I wish you and the rest of the NHS family the best!

Sincerely,

Gary Franklin

Accepted
6/14/16


Catharine Goralski
80 Buckland Street
Plantsville, CT 06479
860-621-7096
catharine@cox.net

Dr. Joseph Erardi
Superintendent of Schools
Newtown Board of Education
3 Primrose Street
Newtown, CT 06470

June 16, 2016

Dear Dr. Erardi:

It is with very mixed emotions that I am resigning my position as Supervisor of Special Education for Newtown Public Schools. I have accepted a position in Southington as a Coordinator of Special Education.

I am extremely thankful for the opportunity I was given when hired by the Newtown Board of Education. Through your and the director's leadership, and through working with my administrative colleagues, the building principals and school teams, I have grown professionally in ways I could not have imagined when I first started in Newtown. I am grateful to have been employed by a district that values students and strives to meet all students' needs, one student at a time.

Please accept my resignation effective July 1, 2016.

Respectfully,



Catharine Goralski

cc Deborah Petersen, Director of Pupil Personnel Services

Administrative Report

Tuesday, June 21, 2016

1. **Public Act 16-188 (page 6)** (Attach 1)
2. **Transportation Study – Next Steps** (Attach 2)
3. **Commencement 2016**
4. **Assessment 2016-2017** (Attach 3)

Joseph A. ...
6/21/16



Senate Bill No. 179

Public Act No. 16-188

AN ACT CONCERNING EDUCATION ISSUES.

Be it enacted by the Senate and House of Representatives in General Assembly convened:

Section 1. (NEW) (*Effective July 1, 2016*) The State Board of Education, in consultation with the Department of Veterans' Affairs, shall award, upon receipt of a request, an exemplary veterans education program distinction to those local and regional boards of education that offer a program that provides students with opportunities to learn about the contributions of veterans, as defined in section 27-103 of the general statutes, or collaborate with local veterans organizations. Such opportunities may include, but need not be limited to, classes, extracurricular activities, presentations or symposiums. A local or regional board of education may submit, at such time and in such manner as the state board prescribes, a request for such distinction by providing details about such board's program to the state board. The state board shall make information about the distinction available on the Department of Education's Internet web site.

Sec. 2. Section 10-221s of the general statutes is repealed and the following is substituted in lieu thereof (*Effective July 1, 2016*):

(a) Each local and regional board of education shall post the

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telephone number for the Careline operated by the Department of Children and Families, pursuant to section 17a-103a, as amended by this act, and the Internet web site address that provides information about the Careline in a conspicuous location frequented by students in each school under the jurisdiction of the board. Such posting shall be in various languages that are the most appropriate for the students enrolled in the school.

(b) A local or regional board of education shall permit and give priority to any investigation conducted by the Commissioner of Children and Families or the appropriate local law enforcement agency that a child has been abused or neglected pursuant to sections 17a-101a to 17a-101d, inclusive, and section 17a-103. Such board of education shall conduct its own investigation and take any disciplinary action, in accordance with the provisions of section 17a-101i, upon notice from the commissioner or the appropriate local law enforcement agency that such board's investigation will not interfere with the investigation of the commissioner or such local law enforcement agency.

Sec. 3. Section 17a-103a of the general statutes is repealed and the following is substituted in lieu thereof (*Effective from passage*):

The Commissioner of Children and Families shall [provide a telephone hotline] establish and operate the telephone Careline for child abuse and neglect that shall be dedicated to receive reports of child abuse [. Such hotline] or neglect and to provide information concerning child abuse or neglect. The Careline shall accept all reports of child abuse or neglect regardless of the relationship of the alleged perpetrator to the child who is the alleged victim and regardless of the alleged perpetrator's affiliation with any organization or other entity in any capacity. The commissioner shall classify and evaluate all reports pursuant to the provisions of section 17a-101g.

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Sec. 4. Subsection (a) of section 10-16b of the 2016 supplement to the general statutes, as amended by section 1 of public act 15-94, is repealed and the following is substituted in lieu thereof (*Effective July 1, 2016*):

(a) In the public schools the program of instruction offered shall include at least the following subject matter, as taught by legally qualified teachers, the arts; career education; consumer education; health and safety, including, but not limited to, human growth and development, nutrition, first aid, including cardiopulmonary resuscitation training in accordance with the provisions of section 10-16qq, disease prevention and cancer awareness, including, but not limited to, age and developmentally appropriate instruction in performing self-examinations for the purposes of screening for breast cancer and testicular cancer, community and consumer health, physical, mental and emotional health, including youth suicide prevention, substance abuse prevention, safety, which shall include the safe use of social media, as defined in section 9-601, and may include the dangers of gang membership, and accident prevention; language arts, including reading, writing, grammar, speaking and spelling; mathematics; physical education; science; social studies, including, but not limited to, citizenship, economics, geography, government and history; computer programming instruction; and in addition, on at least the secondary level, one or more world languages and vocational education. For purposes of this subsection, world languages shall include American Sign Language, provided such subject matter is taught by a qualified instructor under the supervision of a teacher who holds a certificate issued by the State Board of Education. For purposes of this subsection, the "arts" means any form of visual or performing arts, which may include, but not be limited to, dance, music, art and theatre.

Sec. 5. (*Effective from passage*) (a) There is established a task force to

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review, streamline and align state policies relating to school climate, bullying, school safety and social-emotional learning. The task force shall examine the manner in which local and regional boards of education are implementing the safe school climate plans, pursuant to section 10-222d of the general statutes, and any issues resulting from such implementation. The task force shall make recommendations relating to (1) school climate standards for local and regional boards of education to use to develop and implement safe school climate plans, and (2) an accountability methodology that uses the results from student surveys to assess the effectiveness of such safe school climate plans.

(b) The task force shall consist of the following members:

(1) The chairpersons of the joint standing committee of the General Assembly having cognizance of matters relating to education;

(2) One representative from each of the following associations, designated by the association: The Connecticut Association of Boards of Education, the Connecticut Association of Public School Superintendents, the Connecticut Association of Schools, the Connecticut Federation of School Administrators, the Connecticut Education Association, the American Federation of Teachers-Connecticut and the Connecticut PTA;

(3) The Commissioner of Education, or the commissioner's designee;

(4) The executive director of the Commission on Children, or the executive director's designee;

(5) The director of the Center for Behavioral Education and Research in the Neag School of Education at The University of Connecticut; and

(6) The director of the Yale Center for Emotional Intelligence.

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(c) The chairpersons of the joint standing committee of the General Assembly having cognizance of matters relating to education shall serve as the chairpersons of the task force. Such chairpersons shall schedule the first meeting of the task force, which shall be held not later than sixty days after the effective date of this section.

(d) The administrative staff of the joint standing committee of the General Assembly having cognizance of matters relating to education shall serve as administrative staff of the task force.

(e) Not later than January 1, 2017, the task force shall submit a report on its findings and recommendations to the joint standing committee of the General Assembly having cognizance of matters relating to education, in accordance with the provisions of section 11-4a of the general statutes. The task force shall terminate on the date that it submits such report or January 1, 2017, whichever is later.

Sec. 6. (*Effective July 1, 2016*) (a) For the school years commencing July 1, 2016, to July 1, 2025, inclusive, the local board of education for the East Haven school district shall participate in a pilot program to provide school transportation services for resident students to attend an equivalent nonpublic school located in the New Haven school district. For purposes of this subsection, "resident student" means any student who is a resident of the town of East Haven and, for the school year commencing July 1, 2015, was enrolled in a nonpublic school located in the school district that ceased operations on or after January 1, 2016.

(b) The East Haven school district shall be reimbursed only for the cost of such transportation as is required by this section upon the same basis and in the same manner as such school districts are reimbursed pursuant to section 10-281 of the general statutes.

Sec. 7. (*Effective from passage*) The local board of education for the

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Franklin school district shall be reimbursed for any special education and transportation costs charged to and paid by such board during the fiscal years ending June 30, 2012, to June 30, 2014, inclusive, for any child who was (1) receiving special education and related services, (2) in the custody of the Department of Children and Families, and (3) involved in a proceeding for the termination of parental rights at any time during such period. Such reimbursement shall be paid out of the Excess Cost-Student Based account in the Department of Education.

Sec. 8. (*Effective July 1, 2016*) Notwithstanding the provisions of subdivision (3) of subsection (a) of section 10-261 of the general statutes, concerning the definition of net current expenditures, the total current educational expenditures for the town of Newtown for purposes of calculating payments under section 10-76g of the general statutes for the fiscal years ending June 30, 2015, to June 30, 2017, inclusive, shall not include any funds received from the United States Department of Justice or under Project SERV (School Emergency Response to Violence) administered by the United States Department of Education in fiscal years ending June 30, 2014, to June 30, 2016, inclusive. For the fiscal year ending June 30, 2017, the town of Newtown shall receive a payment under section 10-76g of the general statutes in an amount equal to (1) the difference between the amount received in the fiscal years ending June 30, 2015, and June 30, 2016, and the amount that would have been received during such fiscal years as calculated under this section, plus (2) the amount the town of Newtown is entitled to receive as calculated under this section for the fiscal year ending June 30, 2017.

Approved June 9, 2016



Executive Summary

Evaluation of District Assessment Program with Recommendations for 2016-17

Submitted by

Jean M. Evans Davila, Assistant Superintendent

May 23, 2016

*05/26/2016
Jean M. Evans Davila*

The 2015-16 Assessment Workgroup

Special thanks to the members of the Assessment Workgroup, who diligently gathered information on the use of assessments and data within the district and engaged in thoughtful analysis and dialogue with colleagues throughout this evaluation process to inform our recommendations and to ensure transparency.

Reading/ELA/English			
Cynthia McArthur ✓	Reading/ELA	Grades K-4	Sandy Hook Elementary School
Patti Vitarelli	Reading/ELA	Grades K-4	Hawley Elementary School
Pam Kohn	Reading ELA	Grades 5-6	Reed Intermediate School
Mary Connolly ✓	ELA	Grade 7	Newtown Middle School
Abi Marks ✓	English	Grades 9-12	Newtown High School
Math and Science			
Jill Bracksieck	Math and Science	Grades K-4	Middle Gate Elementary School
Chrissie Pierce,	Math and Science	Grades K-4	Head O' Meadow Elementary School
Drew Hall ✓	Math and Science	Grades 5-6	Reed Intermediate School
Val LeBlanc ✓	Science	Grade 7	Newtown Middle School
Bonnie Hart	Math	Grade 8	Newtown Middle School
Karen Sherman ✓	Math	Grades 9-12	Newtown High School
Chris Canfield ✓	Science	Grades 9-12	Newtown High School
Administrators/Other Leaders			
Chris Geissler ✓	ELA/Math/Science	Grades K-4	Middle Gate Elementary School
Anne Uberti ✓	ELA/Math/Science	Grades 5-6	Reed Intermediate School
Jim Ross ✓	ELA/Math/Science	Grades 7-8	Newtown Middle School
Lorrie Rodrigue	ELA/Math/Science	Grades 9-12	Newtown High School
Bret Nichols ✓	Guidance	Grades 9-12	Newtown High School
Tom Kuroski ✓	Science	Grades K-12	Newtown Federation of Teachers
Michelle Failla ✓	Aspiring Administrator	Grades K-12	Reed Intermediate School

Introduction

In January 2016, the Assessment Workgroup was formed to conduct an evaluation of the existing assessment program. This committee included teachers, specialists, and administrators representing Math, Science, English Language Arts and Reading, and technology across grades K through 12 and from all schools in the District. This document is a report of the Assessment Workgroup's findings and recommendations for implementation in the 2016-17 school year as a result of this program evaluation.

Task and Processes of the Assessment Workgroup

The Assessment Workgroup was charged with developing an inventory of district assessments, examining the amount of time devoted to assessing students, evaluating the use of assessment data in informing instruction, and making recommendations to be implemented in 2016-17 to vertically align and streamline the assessment program. Facilitated by the Assistant Superintendent, the Assessment Workgroup adhered to specific protocols to develop an Assessment Inventory Matrix, which will serve as the basis for future decisions and further discussions regarding the instruments used in district and the way in which assessment informs teaching practices and student learning.

The activities of the Assessment Workgroup are summarized below:

- January 28, 2016: A full-day session focused on identifying assessments and pertinent information such as the type instruments, frequency of administration, and use of data related to each assessment. The session resulted in the development of the Assessment Inventory Matrix, which will serve as a resource for all future district-wide discussions on the issue of assessment. In addition to populating the Matrix, discussion was initiated regarding the streamlining and alignment of NWEA MAP Assessments in Reading, Language Usage, Math, and Science.
- March 9, 2016: An after-school 1.5-hour meeting focused on sharing feedback gathered from colleagues in the buildings regarding the Matrix and continuing to make recommendations on the proposed reduction in frequency of administration of assessments, elimination of assessments that are duplicative or redundant in type of data collected, and issues related to assessments which received a low numeric ranking in the "Group Rating" column of the Matrix. Recommendations related to NWEA MAP Assessments were revised. Workgroup members were identified to lead follow-up discussions with pertinent staff on proposed recommendations at the grade and subject level in relation to remaining assessments, with the assignment of editing the Matrix to reflect the agreements reached at the building and content level.
- March – April 2016: A series of discussions held outside of the Workgroup meeting structure by members who were assigned to meet in their buildings with staff from pertinent grade levels and subject areas. These conversations were focused on forming consensus and making recommendations related to specific assessments. As a result of these meetings, further updates were made to the Assessment Inventory Matrix to reflect feedback of primary stake-holders who administer specific assessments (i.e., DRA2, Degrees of Reading Power, Math Quarterly and Semester Assessments, etc.).

- April 7, 2016: A 2-hour focus group session to discuss and define professional development needs for the 2016 NWEA Summer Institute, a train-the-trainer model to better leverage staff's understanding of the use of NWEA MAP data to guide and differentiate instruction for all students. The NWEA Focus Group was comprised of a subset of the Assessment Workgroup along with other staff. This plan for additional training in analysis and instructional use of NWEA data resulted from discussion and recommendations raised in the Assessment Workgroup. This focus group session identified the Learning Continuum as the primary training focus of the 2016 NWEA Summer Institute.
- April 18, 2016: An after-school 1.5-hour meeting focused on a review of the draft version of the Assessment Inventory Matrix to ensure that all changes and updates resulting from assignments carried out by members at the grade and content area level reflect the final recommendations of the Assessment Workgroup with regard to the 2016-17 assessment program. Discussion resulted in support of maintaining three testing windows for the NWEA in grades 1-4. The NWEA testing windows (Fall-Winter or Winter-Spring) in grades 5-8 were discussed and moved to the A-Team for resolution.
- April 22, 2016: Two proposals for NWEA windows in grades 5-8 were presented to the A-Team. The Winter and Spring windows were determined most useful for instruction and for monitoring student growth.

Recommended Changes to the 2016-17 Assessment Program

An Assessment Inventory Matrix was developed through GoogleSheets to represent the findings of the Assessment Workgroup. This Matrix was the basis of discussions which resulted in the following recommendations for changes to be made to the assessment program beginning with the 2016-17 school year. The goal of these recommendations is to support a cohesive, vertically aligned, instructionally focused, and streamlined assessment program for Mathematics, Science, and English Language Arts and Reading for the 2016-17 academic year. The assessments listed below have been recommended for the following implementation changes in 2016-17:

1. **Developmental Reading Assessment (DRA2):** This assessment was determined to provide the most useful data for instructional purposes for all students in grades K-2 at the foundational level of learning to read. Therefore, changes were made to decrease administration of DRA2 in grades 3 and 4. The list which follows indicates the revised testing protocol by grade level:
 - Gr. K: All students in Winter/end of January and Spring /mid-May; (approx. 10 minutes each)
 - Gr. 1: All students in Fall/end of November, Winter/end of February, Spring/mid-May; (approx. 10 minutes each)
 - Gr. 2: All students in Fall/end of November, Winter/end of February, Spring/mid-May; (approx. 20 minutes each)
 - Gr. 3: All students in Fall/late-November; Intervention Only in Winter; All students in Spring/mid-May); (approx. 1 hour each)
 - Gr. 4: Intervention Only in Fall, Winter, and Spring

2. **NWEA MAP – Reading and Math:** In kindergarten, NWEA will be eliminated due to availability of adequate data from several developmentally appropriate and time efficient tools which are easy to administer and integrate into instruction for use in assessing foundational reading and math skills. In grades 1-4, where test administration is scheduled efficiently within the technology rotation and the data has high utility for instruction, it was determined that testing will continue 3 times per year in Fall, Winter, and Spring.

In grades 5-8, the testing frequency and testing windows have been aligned for consistency to occur 2 times per year in Winter and Spring, with the following rationale: 1) Our past data indicates insignificant movement in RIT from Spring to Fall; therefore, it is appropriate in the Fall of the current year to use Spring data from the previous school year to group students for differentiated instruction using resources of the Learning Continuum, 2) Winter data will be used instructionally with curriculum standards in overlay with the Learning Continuum, and 3) Spring data will make similar use of the Learning Continuum with the curriculum standards and provide teachers with a standardized measure of student growth by end of year.

In high school, grade 9 will continue to administer NWEA in Math 2 times per year in Fall and Spring and will reinstitute NWEA in Reading during these same windows with data to be used for placement as appropriate, to group students for differentiated instruction using resources of the Learning Continuum, and to measure student growth.

Throughout all grade levels, 1-9, the district will use the NWEA National Norms for Spring to measure student growth. The new protocol for NWEA MAP in Reading and Math is listed below:

- Gr. 1-4: All students Fall, Winter, and Spring in NWEA Math and Reading (2 hour each seasonal testing window)
- Gr. 5-8: All students Winter and Spring in NWEA Math and Reading (2 hours each seasonal testing window)
- Gr. 9: All students Fall and Spring in NWEA Math and Reading (2 hours each seasonal testing window)

3. **Degrees of Reading Power (DRP):** The DRP will be eliminated where it is in current use 2 times per year at Head O' Meadow in grades 3 and 4 and at Newtown Middle School in grades 7 and 8. Our current use of this assessment data is not valid, as we do not level classroom libraries or texts according to the DRP Ruler as a part of instructional practice. The DRP is a test of "surface level" reading comprehension, not a measure of overall reading comprehension. In the recent past, many school systems in the State had implemented an in-house administration of the DRP as practice to prepare students for the former Connecticut Mastery Test (CMT) in Reading; the DRP comprised 48% of the student's score in this now defunct State-mastery test.
4. **Math Quarterly and Semester Assessments:** In grade 8, the Math Department has agreed to align with the grade 7 practice of administering semester assessments (2 times per year), as

opposed to quarterly tests (4 times per year). The rationale is that the practice now will align vertically within the Middle School, as well as mirror the format of testing in the High School.

5. **NWEA MAP – Science:** At Newtown Middle School, the Science Department will eliminate the administration of NWEA Science. The rationale for this decision is that implementation of this localized use of the assessment does not align vertically with testing in other grade levels, and it is agreed that a curricular measure would yield more useful data for instruction.
6. **SBAC – ELA Performance Task:** At the same time that Newtown Public Schools (NPS) was engaged in evaluation of our assessment program, the Connecticut State Department of Education (CSDE) announced its plan to reduce the number of hours required for State-mandated, high stakes testing which resulted in the elimination of the SBAC Performance Task (PT) for English Language Arts (ELA) in grades 3-8. The rationale of the CSDE is that the standards assessed through the PT in ELA are duplicative of data yielded through the ELA Computer Adaptive Test (CAT) segment of SBAC. Furthermore, the CSDE determined that the ELA CAT is a more objective and more reliable measure of these standards in comparison to the ELA PT in SBAC.

Benefits Resulting from Recommended Changes

All changes described above are intended to reduce testing and to regain instructional time with students. In addition, the recommended changes in items 1 – 5 above, were developed by the district to improve vertical alignment among grade levels and within content areas while ensuring that the purpose of assessment is to shape teaching and learning. Through this evaluation process, we have streamlined the assessment program, and we have reclaimed instructional hours, as noted below:

Table 1

Reclaimed Instructional Hours by Grade Level

No.	Assessment	K	1	2	3	4	5	6	7	8	9-12
1.	DRA2				1.00hr	3.00hr					
2.	NWEA MAP Math and Reading	4.00hr					2.00hr	2.00hr	2.00hr	2.00hr	
3.	DRP				2.00hr*	2.00hr*			2.00hr	2.00hr	
4.	Math Quarterly Assessments									1.50hr	
5.	NWEA MAP Science								2.00hr	2.00hr	
6.	SBAC – ELA Performance Task				1.75hr	1.75hr	1.75hr	1.75hr	1.75hr	1.75hr	
	Total Hours:	4.00hr	0.00hr	0.00hr	2.75hr +	4.75hr+	3.75hr	3.75hr	7.75hr	9.25hr	0.00hr

Note: Asterisk () denotes DRP in Head O' Meadow (HOM) grades 3 and 4; therefore, reclaimed hours relate to HOM only.*

05/26/2016
Jean M. Evans Davila

Recommendations Pertaining to Other Local Assessments

In addition to the assessments discussed in the previous section, numerous other district tests were evaluated by the Assessment Workgroup and recommended for continued implementation in accordance with pre-existing protocol. These assessments and the endorsement of current use is listed below:

1. **Reading Assessments in Elementary Schools:** A variety of reading assessments are implemented in grades K-4, which will remain in use as noted below, due to the efficiency of administration and the value and uniqueness of the instructional level data which is yielded by these assessments:
 - **Concepts about Print (CAP):**
 - Gr. K: Fall and Spring (10-20 minutes; one-on-one)
 - **Letter Sound Identification:**
 - Gr. K: Fall, Winter, and Spring (10-15 minutes; one-on-one)
 - **Sight Words Assessment:**
 - Gr. K: Winter and Spring (15-20 minutes; one-on-one)
 - Gr. 1-2: Fall, Winter, and Spring (15-20 minutes; one-on-one)
 - **Words Their Way – Rhyming:**
 - Gr. K: Fall (10 minutes; whole group)
 - **Words Their Way – Spelling Inventories:**
 - Gr. K-4: Fall, Winter, and Spring (20 minutes; whole group)

2. **STAR Reading:** This assessment is administered in grades 5-8. In Reed Intermediate School, STAR will continue to be administered as a Universal Screening and Progress Monitoring tool, 3 times yearly in Fall, Winter, and Spring. In Newtown Middle School, STAR should not be calculated as additional hours in the Assessment Inventory Matrix because it is only used for purposes of intervention in reading.
 - Gr. 5-6: Fall, Winter, and Spring (approximately 15-20 minutes each)
 - Gr. 7-8: Intervention only as needed

3. **NWEA MAP – Language Usage:** This assessment was being piloted only at Newtown Middle School. In 2016-17, this test will continue to be administered 2 times per year in Winter and Spring. This test provides teachers with a standardized measure of the components of writing using multiple-choice questions. The staff prefers this objective measure, which is more efficient to administer, over the quarterly writing on-demand prompts which had been implemented and scored by hand using a rubric. We will continue to monitor and evaluate the Middle School implementation of this assessment, as grades 3 and 4 have expressed an interest in exploring the feasibility of piloting this test in the future once more is learned through its implementation at the Middle School.

4. **Writing Assessments:** Writing is assessed in grades K-8 with varying frequency and format. These assessments will continue to be implemented according to past practice, as noted below, and they will be studied more closely during the next district assessment program evaluation:
- **On-Demand Pre- and Post- Tests by Genre:**
 - Gr. K: Winter and Spring
 - Gr. 1-4: Fall, Winter and Spring
 - **Performance-based Writing Assessments by Genre:**
 - Gr. 5-6: Fall and Spring
 - Gr. 7-8: Not administered; replaced by item 2 above for NWEA MAP – Language Usage
5. **Math Assessments:** Math is assessed in grades 1-8 with varying frequency and format. The following assessments will continue to be implemented according to past practice, as noted below, and will be studied more closely as part of the next district assessment program evaluation:
- **Math Fluency Test:**
 - Gr. 2-3: Spring (approx.. 2 minutes)
 - **Math Module Assessments:**
 - Gr. K-4: Throughout the year, 12 times (1 hour each)
 - Gr. 5: Throughout the year, 16 times (1 hour each)
 - Gr. 6: Throughout the year, 14 times (1 hour each)
 - **Math Diagnostic Assessments:**
 - Gr. 7-8: Fall (2.5 hours each)
 - **Math Mid-term and Final Exams:**
 - Gr. 7-8: Winter and Spring (approx.. 1.5 hours each)
6. **Science Assessments:** The following assessment will continue to be implemented according to past practice, as noted below, and will be studied more closely during the next district assessment program evaluation:
- **Science – Data Analysis:**
 - Gr. 7: Fall, Winter, and Spring (approx. 1.5 hours each)
 - **Science Simulation for CT-CAPT:**
 - Gr. 9: Embedded within instruction, 1 time per year (approx. 1 class period)
7. **Music Assessments:** Music is assessed in grades 7-8 to guide instruction. The following assessments will continue to be implemented according to past practice, as noted below, and will be studied more closely during the next district assessment program evaluation:
- **AMMA:**
 - Gr. 7-8: Administered within instruction, 1 time per year (20 minutes)
 - **IOWA - Level 1:**
 - Gr. 7-8: Fall (90 minutes each)

- **IOWA - Level 2:**
 - Gr. 7: Fall (90 minutes)
 - **IOWA - Level 3:**
 - Gr. 8: Fall (90 minutes)
 - **IOWA - Level 4:**
 - Gr. 7: Spring (90 minutes)
 - **IOWA - Level 5:**
 - Gr. 8: Spring (90 minutes)
8. **Otis-Lennon School Ability Test (OLSAT):** All students are assessed in grade 3 to measure scholastic achievement; this test is used as one of the selection criteria for Project Challenge (gifted education program). The district will continue to implement this assessment as indicated:
- **OLSAT:**
 - Gr. 3: Fall (45 minutes)
9. **Assessments in Other Content/Subject Areas:** The following assessments are required by the district and not included in items 4-7 above. These assessments will continue to be implemented as follows:
- **Mid-Year Exams:**
 - Gr. 7-12: Winter (12 hours total; average 6 classes x 2 hours each exam)
 - **Final Exams:**
 - Gr. 7-12: Spring (12 hours total; average 6 classes x 2 hours each exam)
10. **School-wide Testing Day:** Each year, Newtown High School conducts a School-wide Testing Day. Next year, this event will take place on October 19, 2016, with the opportunity for students to participate in the following assessments according to grade level:
- Gr. 9: PSAT 8/9 (Fall; 3 hours)
 - Gr. 10: Pre-ACT (Fall; 3 hours)
 - Gr. 11: PSAT/NMSQT (Fall; 3 hours)

State-mandated Assessments

The assessments listed below are required by Connecticut statute as part of the State's Accountability Plan and will continue to be administered as follows:

- **Smarter Balanced Assessment Consortium (SBAC) - ELA:**
 - Gr. 3-8: Spring (Computer Adaptive Test; approx. 1.5 hours)
- **Smarter Balanced Assessment Consortium (SBAC) – Math:**
 - Gr. 3-8: Spring (Computer Adaptive Test and Performance Task; approx. 1.5 – 2 hours)

- **Connecticut Mastery Test (CMT) – Science:**
 - Gr. 5 and 8: Spring (approx. 1.25 hours)
- **Connecticut Academic Performance Test (CAPT) – Science:**
 - Gr.10: Spring (approx. 2 hours)
- **CT-SAT – Reading, Writing, Language, and Math:**
 - Gr. 11: Spring (Reading-65 minutes; Writing-35 minutes; Math-80 minutes)
- **CT – Physical Fitness Test:**
 - Gr. 4 and 6: Fall (3 hours each)
 - Gr. 8 and 10: Fall (2 hours each)

Voluntary Assessments

The following assessments are administered to high school students on a voluntary basis, as listed below. The S.A.T. and the A.C.T., may be taken multiple times at the discretion of the student.

- **S.A.T.**
 - Gr. 11 and 12: Scheduled by student (3 hours)
- **A.C.T.**
 - Gr. 11 and 12: Scheduled by student (3 hours)
- **H.O.B.E.T. (Health Careers)**
 - Gr. 11 and 12: Scheduled by student (3 hours)
- **A.S.V.A.B.**
 - Gr. 11 and 12: Scheduled by student (3 hours)
- **Advanced Placement (AP) Exams**
 - Gr. 11 and 12: Spring; offered for all AP courses at the school (3 hours each)

Next Steps to Support Implementation of Recommendations

1. **Provide professional development and staff support in the use of NWEA data to guide teaching and learning.** As a result of this evaluation of the assessment program, a focus group was brought together to determine the next level of training needed in district to use NWEA data effectively in the classroom. This group prioritized a deeper dive into the use of RIT scores and the Learning Continuum in planning for differentiated instruction as the next step for professional development. Using a train-the-trainer model, a full-day NWEA Summer Session is planned for August 16, 2016, to provide this professional learning to a cohort of 40 staff representing all buildings. This will be supported by a follow-up coaching visit to each school building by the NWEA training consultant during the 2016-17 school year.
2. **Continue to convene annually for recurring evaluation of the district assessment program and regularly scheduled updating of the Assessment Inventory Matrix.** Based on group consensus regarding the importance of engaging in continuous evaluation of District assessments, an Assessment Workgroup will meet annually under the direction of the Assistant Superintendent for the purpose of refinement and improvement of the assessment program. This has been included in the 2016-17 Curriculum Budget.

3. **Continue to identify the assessment data that is recommended for upload to Alpine and the suggested timeline for this to occur within rollout of the system.** The Assistant Superintendent will coordinate with the I.T. Director, the SRBI Committee, and the District Safe Schools Committee to determine which assessment data are to be uploaded to Alpine at which stage of the Alpine roll out and implementation.
4. **Communicate the details of the 2016-17 Assessment Program with key stakeholders responsible for implementation and monitoring of testing.** Present the finalized changes to the assessment program to the members of the A-Team for endorsement and to ensure communication with their staff and implementation for 2016-17.
5. **Share the Assessment Inventory Matrix.** Make necessary revisions to facilitate the sharing of the Assessment Inventory Matrix with internal staff who are interested in making recommendations or engaging in analysis concerning the district assessment program.

TAS

TRANSPORTATION ADVISORY SERVICES

STUDENT TRANSPORTATION PROGRAM REVIEW

FOR

NEWTOWN PUBLIC SCHOOLS



FINAL REPORT

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June, 2016

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INTRODUCTION

Transportation Advisory Services (**TAS**) was engaged to perform an analysis of the student transportation program of the Newtown Public Schools (hereinafter referred to as “District”). The purpose of this Study was to provide a third-party perspective on the operating efficiency of the current transportation system while offering recommendations for the future direction of the District’s contracted services.

The District’s liaison for the project was Ronald Bienkowski, Director of Business. Mark A. Walsh, CMC, served as the Project Leader for **TAS**.

An overview of all aspects of the student transportation program was sought by the District. In this period of tight finances and declining enrollments, savings that can be generated in support services frees up monies to be used for educational purposes. The on-going budget realities create a necessity for districts to challenge historical practices, and to make tough decisions on service levels and methods of providing mandated and voluntary transportation. Districts throughout the State are modifying the ways that things have “always been done”, with an eye toward better utilization of scarce education dollars.

The issue of contracted services has been an emotional, and sometimes divisive issue, in the District for the past several years. The transfer from an owner-operator model to fully contracted services using outside professionals has been controversial and still seems to create comments and questions after four years. We do not believe that it is productive to “re-litigate” the past decision on changing from the owner-operators, especially given the documented savings and high quality of services under the current All-Star Transportation contracts. *This report and study is focused on looking at the current program and submitting recommendations on future options.*

To that end, effort has not been made in this report to conjecture on what a program may look like today based on conditions that existed four years ago. In our opinion, the District has made a valid and justifiable operating determination in the style of contracts that are in place, and we believe that all efforts should be focused on meeting the future needs of the District with the highest quality services while maximizing all financial and operating resources.

**STUDY
PROFILE**

It is important to note that students are transported home-to-school-to-home every day in a safe, reliable manner. By all appearances the District and their prime Contractor, All-Star Transportation, have employed high quality drivers who are respectful of both the students and the residents of the community.

The Newtown Public Schools reported an enrollment of 4,554 students for the 2015-2016 school year. Based on a February, 2016 student enrollment report, the District had an enrollment “high” of 5,665 students in the 2006-2007 school year with a steady decline since that point.

Enrollment is obviously a key component of reviewing the efficiency of a transportation system. However, a simple numerical change in the total number of students does not necessarily impact (positively or negatively) the routing and asset efficiencies of the transportation program. There is not necessarily a direct correlation between enrollment and the number of buses required. Even though enrollments may decrease, transportation changes need to look at where students live (demographics), grade levels where enrollment changes occur, traffic changes, extra program demands to meet educational requirements, special needs and homeless demands, and District policy decisions.

The physical size of the District has obviously not changed in the past 10 years. The District covers 60.38 square miles which makes Newtown the 5th largest town, area-wise, in the State, and one of the largest in Western CT and Fairfield County. Additionally, based on our personal experience of having worked for the District on a few occasions over the past seven years, the traffic flow and congestion has markedly increased. Unfortunately, much of this traffic congestion occurs during the AM run times, negatively impacting the potential routing efficiencies.

Transportation is provided using a multi-tier routing system:

SCHOOL	REGULAR HOURS	ARRIVAL TIMES	LENGTH OF DAY
Newtown High School	7:20-2:02	6:55	6 hrs 42 min
Newtown Middle School	7:20-2:02	6:55	6 hrs 42 min
Reed Intermediate	8:05-2:49	7:50	6 hrs 44 min
Hawley Elementary	9:05-3:37	8:55	6 hrs 32 min
Head O'Meadow Elementary	9:05-3:37	8:55	6 hrs 32 min
Middle Gate Elementary	9:05-3:37	8:55	6 hrs 32 min
Sandy Hook Elementary	9:05-3:37	8:55	6 hrs 32 min
St. Rose	8:00-2:50	7:50	6 hrs 50 mins

SCHOOL	REGULAR HOURS	ARRIVAL TIMES	LENGTH OF DAY
Fraser Woods	8:15-3:00	8:00	6 hrs 45 mins
Housatonic Valley	8:15-3:00	8:00	6 hrs 45 mins
Kindergarten Hours:	9:05-3:37	8:55	6 hrs 32 min

Throughout this report we provide our perspectives and recommendations on a number of areas including contractor performance, contract options for the future, policy and procedures in the District, and routing protocols and options. Obviously, any significant routing changes would need to be considered in light of any building realignments or closures.

We commend the District for their willingness to conduct a third-party review of the program. We often caution districts... *“Don’t ask the question if you don’t want to hear the answer”*. The Newtown Public Schools has been willing to be open and cooperative in our review of the student transportation services.

Hopefully, this report will provide the Administration with a thorough understanding of the issues, and insights on the pro’s and con’s of making the type of changes which would help the program continue to meet the community’s needs at the lowest possible cost.

In order to facilitate the review and use of this report, most of the sections have been presented using a “bullet” format. This allows a succinct presentation of the issues, and we believe enhances the ongoing use of the report as a resource for the Administration and District personnel.

Everyone involved was extremely cooperative and provided us with everything we requested. We would like to thank those individuals for their assistance in this study process.

METHODOLOGY

On March 18, 2016 a telephone conversation was held between the District and **TAS** to discuss a transportation efficiency study, including topic areas and timelines. Transportation Advisory Services (**TAS**) submitted a detailed proposal on March 24, 2016.

On May 9, 2016 **TAS** was notified of our engagement by the District.

Subsequent to the proposal's acceptance, the following activities were undertaken as part of our analysis:

1. On May 9, 2016 **TAS** submitted to the District an extensive data request in order to develop background information on the current transportation program.
2. The District was extremely responsive to the initial data request with information provided to **TAS** within three days of the request.
3. Based upon discussions with the District, and recommendations from **TAS**, the District established an interview schedule with key stakeholders which occurred on May 24, 2016:
 - ◆ Superintendent
 - ◆ Director of Business
 - ◆ Athletic Director
 - ◆ Director of Special Education, and Special Education Coordinator
 - ◆ Elementary Principals (2)
 - ◆ High School and Middle School Principals
 - ◆ Board of Education Member
 - ◆ Financial Analyst
 - ◆ Legislative Council Member
 - ◆ Representatives of All-Star Transportation at their offices
4. Numerous additional documents and analyses were provided by the District in response to questions raised during the analysis phase. Throughout the review process, additional items were discussed or provided through the use of telephone conversations, letters, fax communications, or email.

In order to clarify various aspects of the program, the contractor (All-Star Transportation) was requested by **TAS** to provide

specific information about the services provided, and assets utilized to meet the District's needs. All-Star Transportation was extremely responsive and open, and their cooperation is greatly appreciated.

5. **TAS** was provided the results of comparability surveys that had been issued and developed by the District. This information has been instrumental in our review and we compliment the District on the extensiveness and quality of the data collection effort.
6. This document constitutes our written report to the District. A copy of this report is being provided to various District representatives, including Administrators and Board Members. This report is intended to serve as an advisory document and resource for the District, and as such it should be reviewed and evaluated by the District for its applicability to the circumstances at the time of review.
7. The following information was utilized as a part of our analysis of the District's transportation program:
 - All-Star Transportation contract and copies of invoices
 - Education Connection contract and copies of invoices
 - District enrollment data
 - District budget documents
 - Bus route assignments
 - Ridership reports
 - Monthly reports from All-Star Transportation
 - District Transportation Policies and Regulations
 - All-Star Transportation policies and procedures
 - All-Star Transportation fleet information
 - Miscellaneous District-prepared analyses and reports

TAS uses available information and its experience to estimate the potential costs and/or savings of particular transportation service arrangements described in this study. Although past experience can be an excellent basis for projections, TAS does not warrant that the costs or savings estimated herein will be realized if implemented.

EXECUTIVE SUMMARY

As stated in the Introduction section of this report, the comments contained herein pertain to those aspects of the engagement that are within the scope of the study as determined by the District.

PROCESS RECOMMENDATION

This report contains a number of recommendations. We suggest that the District Administration review the report in detail with the intention of summarizing the recommendations, and responding with comments or changes. In those instances where the recommendations should move forward, the Administration should propose a timeline for implementation along with an estimate on the cost or potential savings.

In those instances where there is a disagreement with the suggestions or recommendations in this report, the Administration should document their disagreement. Alternatively, a different approach to the same end could be recommended by the Administration.

Recommendations pertaining to each section of this report are embodied in those sections. They are also included here in summary for easy reference. For a more definitive discussion of each topic, please refer to the section itself. **The following recommendations are not listed in any prioritized order.**

Section 4 – CONTRACTS

- The study focus is on the home-to-school services provided by All-Star Transportation pursuant to a contract which expires on June 30, 2017.
- The District did an excellent job of gathering comparability information; however, given the numerous variables in student transportation an absolute comparison based on daily price only can be misleading.
- The rates being charged by All-Star to Newtown Public Schools are relatively comparable to regional districts.
- The high increase in the 2016-2017 rates (5%) may be reduced as part of any contract negotiations.
- Contract terms and conditions are industry standard, and All-Star has been compliant with the requirements.
- The quality of the services has been impressive based on our interviews with a range of stakeholders.

- The ability of All-Star to meet the demanding and variable needs for athletic transportation is impressive, and unusual.
- The District has three options for future services: renew the current contract, renegotiate a new contract with All-Star, or rebid.
- We recommend that the District immediately enter into renegotiation discussions with All-Star with a date certain for finalization. If an agreement cannot be reached by the deadline, efforts should be immediately undertaken to develop specifications to move forward on a new bid.
- Any financial discussions relative to a new contract should be kept confidential to protect the integrity of any bid and to protect the rights of All-Star to compete.
- A number of changes should be part of the renegotiations as detailed in the report.
- Although a new bid *might* result in a decrease in cost, it also may result in a significant increase in cost with no guarantee that the new services would meet the same quality standards.

**Section 5 –
FINANCIAL**

- The District’s financial reporting relative to transportation costs is impressive.
- A detailed reporting process should be put into place for both All-Star and Education Connection contracts to track actual student usage.

**Section 6 –
FLEET**

- All-Star’s current fleet is better than the average fleet that we have seen in comparable districts.
- The District is receiving the benefit of GPS even though this was not required in the bid specifications.
- All-Star’s vehicle inspection results are exemplary.
- Prices for small vehicles should be solicited from both contractors.
- If All-Star were to propose a new fleet as part of a renegotiations, the Town would experience an increase in tax revenue. This revenue

increase should be considered when looking at the overall cost of student transportation in the Town.

**Section 7 –
POLICY &
PROCEDURES**

- The Board of Education policies are outdated and should be replaced.
- The policy review process should include the active participation of the Administration, and All-Star should be requested to provide input and recommendations.
- A greater use of bus stops should be encouraged.
- Safety zone areas must be continually reviewed given the changing demographics in the District.
- A trip tracking form should be used for athletic trips. Consideration should be given to utilizing a trip scheduling software package.
- An annual meeting should be held between the District Administrators and the drivers/bus aides.
- The District should develop a complaint tracking system in compliance with State requirements.

**Section 8 –
ROUTING**

- All-Star appears to be doing a good job with routing.
- We do not believe that the District could cost-justify bringing the routing function back into the District.
- A detailed review of the ridership and route time analysis should be conducted as detailed in this report.
- The District should seriously consider looking at changes to both bell times and tier structures if a transportation savings is attractive and necessary.

CONTRACTS

- Transportation services are provided to the District by Education Connection for special needs out-of-District, and All-Star Transportation (referred to herein as “All-Star”) for in-District (home-to-school and special needs) and Athletic/Field Trip transportation services.

This study is focused on the All-Star Transportation services as requested by the District. Education Connection transportation services, which is the District’s Regional Education Service Center, was awarded a contract pursuant to a bid with an opening date of 4/22/14, and a start date of the 2014-2015 school year. Education Connection was the low bidder with All-Star the only other bidder.

The All-Star services are provided pursuant to three separate contracts. One contract, for home-to-school services, was awarded as a five year contract which commenced on July 1, 2012 and runs through June 30, 2017. The in-District special needs services is a three year contract which runs from July 1, 2014 through June 30, 2017. The athletic and field trip services is a five year contract running coterminous with the home-to-school services.

COMPARABILITY ● In order to put the financial terms of the All-Star contract into perspective, we utilized comparability data that was compiled by the District. *We would like to thank and commend the District for the thoroughness of the comparability data, and the efforts that went into gathering this information.* Unfortunately, there is not a credible Statewide database of transportation contract information so the District’s efforts are extremely important in this review.

In the Appendix to this report we have included various reports generated by the District showing comparability information based on: Transportation Costs and Increases by contractors; Transportation Costs and Increases within Newtown’s DRG; and Transportation Costs and Increases for surrounding Towns that are using All-Star.

It is important to note that participation in any comparability survey is based on the voluntary actions of the districts, with information provided by those districts. Not all districts choose to share information. Additionally, there are a significant number of variables within a program which make detailed comparisons difficult, and occasionally misleading. For example, although a district may state a

price for a bus type, it is important to look at other costs such as who pays for the fuel; who owns the facility; how long each day does the bus operate; what is the age of the bus; how many buses are used; are neighboring districts operated out of the same location; what is the contract term; what are the insurance mandates; who does the routing; are there employee rate minimums required; size of the district; employment market; property tax rates; demographics; specialized equipment requirements; and much more. Of course, outside of the rates, contractor quality must be paramount in any decision.



Therefore, although we fully understand why it's important to look at regional rates, we also understand that the rates are a guide to provide a general perspective on the competitiveness of the program. Our thoughts on the comparability data elements:

- Fairfield County is a high cost area for transportation given the employment market. When looking at rates, the location of the district is a critical factor.
- New Fairfield, Danbury and Bethel are the three districts in general proximity to Newtown where comparability information was provided by the districts.

Based on rates only (not including the types of variables shown above), the Newtown rates are competitive.

- Increases in the marketplace typically run from 2.5% to 4.0%.
- The District will experience a 5% cost increase for the 16-17 school year which is the final year of the All-Star contract. We believe this increased inflator was designed to encourage the District to negotiate a successor agreement, including a reduced inflator for the 16-17 fiscal year.

ALL-STAR

- The All-Star contract terms and conditions are consistent with industry standards. Based on interviews, All-Star has been responsive and compliant with contractual mandates. It is important to understand that the specifications are designed to provide the District

with a full range of management controls and options, with many compliance elements up to the District to request.

- In conducting the program review, **TAS** conducted interviews with a range of individuals in a setting that facilitated candid conversations and comments. We were impressed with the overall very positive comments and impressions relative to All-Star's service, responsiveness, timeliness, and consistency. They were reported to be very easy to work with, and exceptional in their ability to "make things work".

- Athletic transportation is typically an area that greatly challenges a district as buses are required at the same time as PM runs are being operated. In the vast majority of districts that we review, the Athletic Department is limited to a certain number of vehicles every day, and frequently schedules must be adjusted – or games must be postponed – due to the lack of transportation resources. In fact, by the technical terms of the All-Star contract, they are only required to provide 4 buses per day for athletics. However, they are reported to be "amazing" at how they seem to meet all the needs of athletics, frequently exceeding the 4 bus mandate. This is obviously not a factor that can be part of a financial review, but it does have a practical impact on the quality of District services.

- The quality of services is a key component to the review of any transportation system. Obviously, a district cannot significantly overpay for services just because they like the Contractor. However, bringing the students to and from school, in a safe and timely manner, is a key factor in providing the students with a quality education.

Contracts need to be a balance between quality and cost. A district should do everything possible to limit unnecessary costs while keeping in perspective the critical issues of performance and reliability. As we have mentioned to individuals, buying contract transportation services is not like buying a copier. It may be relatively easy to switch between brands of copiers, but risking quality transportation services in search for a potential (not guaranteed) savings is a concern.

OPTIONS

- We believe there are three basic options available to the District: renew; renegotiate; rebid. *Renewal* would be the extension of the current contract terms and conditions with a simple modification to the prices. A renewal would not entail substantive changes to the relationship by either the Contractor or the District. For example, the

fleet make-up would stay the same, the basis of the pricing would not change, and new mandates would not be implemented.

A *renegotiation* would be discussions with the Contractor for a new contract with substantive changes to the terms and conditions. For instance, the Contractor or District may modify the types and sizes of buses, the basis for prices, or new operating criteria may be developed.

A *rebid* means that the District develops new specifications and goes into the marketplace with the understanding that a new contractor may be selected. For ease of use, we use the term “bid” when the process may be either a bid (low price the determinant) or a request for proposal (more than price the criteria).

RECOMMENDATION • Based on the quality of services being provided to the District, our knowledge of the competitive marketplace, the competitive rates, and the benefits of continuity of service, *we recommend that the District immediately enter into renegotiations with All-Star.*

- The renegotiations should be a good-faith request to All-Star to submit a detailed proposal for a new five year contract.
- The modified contract should address the fleet age and features.
- The negotiations should include a modified inflator rate for the 16-17 school year, thereby saving the District money for the upcoming school year.
- Rates should be based on a rate per day per bus, based on the actual length of day. We do not believe that the daily minimum rate should remain at the 6.5 hours in order to provide the District with greater flexibility should route times, or bell times, be modified in the future. We recommend rates for 4, 5, 6, and 7 hours, broken into quarter hour increments.
- Based on our discussions, we believe that All-Star may propose a new bus fleet to the District based on converting to propane. We address the impact of this in the Financial section of this report. However, should that occur, the annual fuel allowance would need to be modified as propane buses do not experience the same fuel economy as diesel.
- Any discussions must be based on a firm completion date in order to provide the District with the option of “going to bid” if that becomes necessary. Following would be our recommended timeline, including those actions which may be required only if renegotiations were not successful:

Activity	June	July	August	September	October	November	December
Commit to renegotiations							
Complete negotiations							
Spec development							
Publish Specs							
Bid Opening							
Award							

- All negotiations must be confidential. Should the negotiations not be successful, it is important to maintain pricing credibility for any future bid.
- Should the District move in the direction of negotiations, there may be a requirement to request a bid waiver.

BIDDING

- What would a new bid mean should the District move in that direction?

Unfortunately, bidding is not necessarily a positive move for many districts. As mentioned, the quality of services being provided by All-Star appear to be exceptional. No matter what mandates are included in a bid specification, the quality of the services may not live up to the standards now being experienced by the District.

The prices may actually go up. There is somewhat limited competition in the CT marketplace, and the District's current rates are competitive. A new contractor entering the Newtown marketplace would need to develop an infrastructure, invest in assets, hire employees, and learn the District. Although there potentially might be up to five contractors who would "look" at the bid opportunity, we do not believe that all contractors would submit qualified bids.

Based on our experience, if a District does not continue with the incumbent contractor, and if the incumbent contractor decides to participate in the bid, the incumbent's rates are typically higher than the renewal rates available through negotiations. There is no guarantee that All-Star would even participate in a new bid.

All-Star has been responsible for routing as we discuss in the Routing section of this report. Based on our interviews, they have demonstrated a knowledge of the District and have been responsive to proposed adjustments by the District. In fact, there was a reduction in buses last year.

All-Star owns the routing software program rights (TransFinder). If a new contractor were to win a bid, there would need to be a new routing process developed, and the existing database would not be transferred to the new contractor. Therefore, based on our experience, there would likely be a “shake out” period during the first year of the new contract as the new contractor learns the routes and the District.

Board of Education's Requested Operational Plan 2016-2017

TRANSPORTATION SERVICES

Tier One- High School/Middle School

High School/Middle School uses 42 buses to provide transportation for up to 1,690 High School Students and up to 812 Middle School students for a total of 2,502 students with approximately 745 stops.

All Star Transportation (AST) transports eight students to Nonnewaug High School using a van. Henry Abbott Tech (HAT) students ride the High School/Middle School bus to board the HAT bus at the High School. There are 28 HAT students.

Tier Two – Reed/St. Rose

St. Rose uses 8 buses to provide transportation for up to 142 students making 93 stops. Reed uses 36 buses with approximately 576 stops for up to 701 students for a total of 843 students.

AST also services Fraser Woods and Housatonic Valley using 3 buses in Tier Two. There are 10 students at Fraser Woods and 8 students at Housatonic Valley with a total of 13 stops.

Total number of stops in Tier Two is 682.

Danbury Magnet school students ride the Reed/St. Rose buses to Reed school and then board a bus to the Magnet school. 25 Magnet students are enrolled.

Tier Three – Hawley, Sandy Hook, Middle Gate, and Head O'Meadow

Hawley uses 10 buses to transport 320 students making 169 stops.

Sandy Hook uses 10 buses and 1 van to transport 337 students making 188 stops.

Middle Gate uses 10 buses and 1 vans to transport 368 students making 198 stops.

Head O'Meadow uses 9 buses and 1 van to transport 298 students making 158 stops.

This schedule is repeated in the afternoon for local schools.

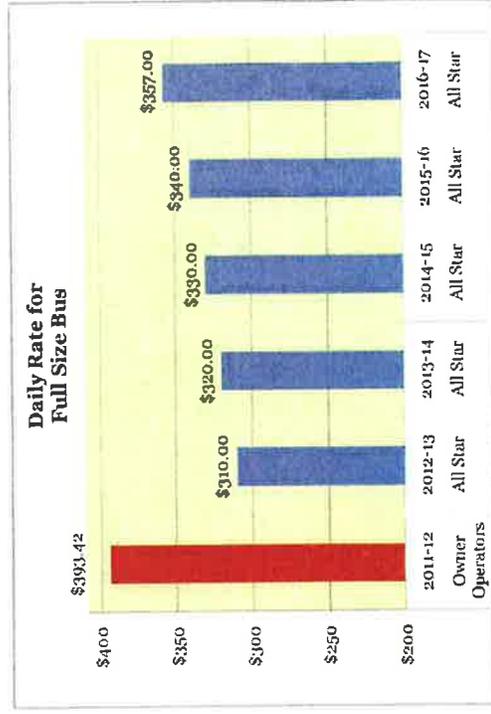
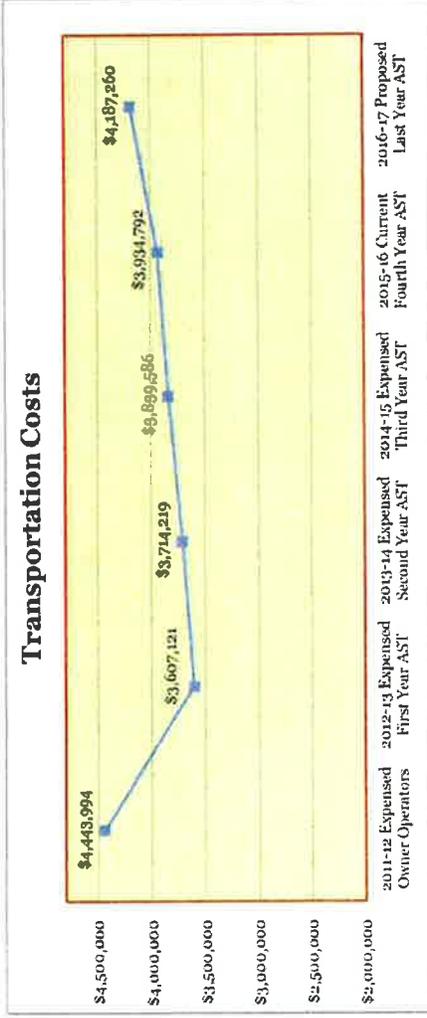
Henry Abbott Tech, Nonnewaug, and Magnet students are taken home directly or dropped at centralized locations from school at the end of the day.

Mid-Day Pre- Kindergarten

AST uses multiple vans to transport up to 34 students making a varied number of stops for pre-k at Newtown High School.

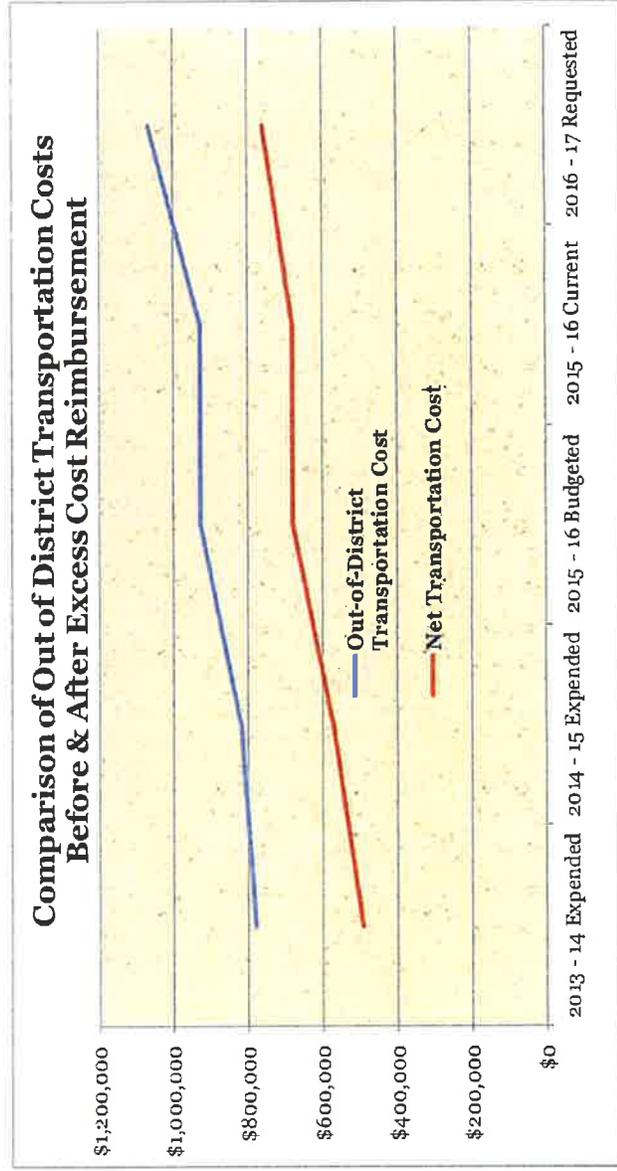
Board of Education's Requested Operational Plan 2016-2017

The District will be entering its fifth and last year of a five year contract with All Star Transportation. The increase to this contract for local transportation will be \$120,139. In addition, the District will be entering its third year in a three year contract for local special education with All Star Transportation and Education Connection for out-of-district special education needs. The increase to the local special education contract is \$14,640



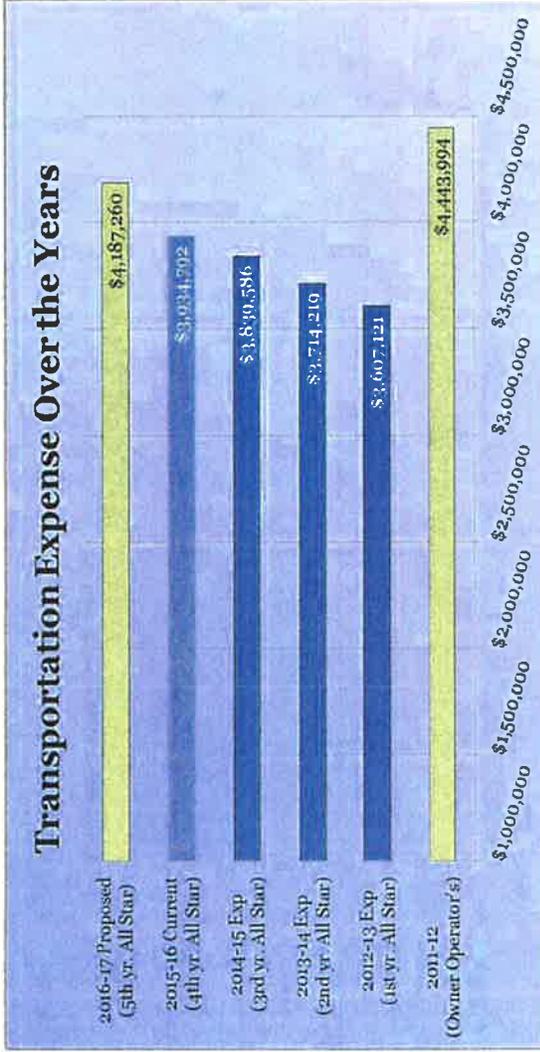
Board of Education's Requested Operational Plan 2016-2017
TRANSPORTATION SERVICES

TRANSPORTATION FOR SPECIAL ED.	2013 - 14 Expended	2014 - 15 Expended	2015 - 16 Budgeted	2015 - 16 Current	2016 - 17 Requested	\$ Change
<u>Local Special Ed Transportation</u>						
Total Cost	509,821	492,273	534,439	494,439	536,151	41,712
Less Excess Cost Reimbursement	34,834	15,130	10,607	10,607	24,480	13,873
Net Cost	474,987	477,143	523,832	483,832	511,671	27,839
<u>Out of District Transportation</u>						
Total Cost	777,553	818,680	924,504	924,504	1,064,744	140,240
Less Excess Cost Reimbursement	289,214	249,245	249,236	249,236	309,390	60,154
Net Cost	488,339	569,435	675,268	675,268	755,354	80,086

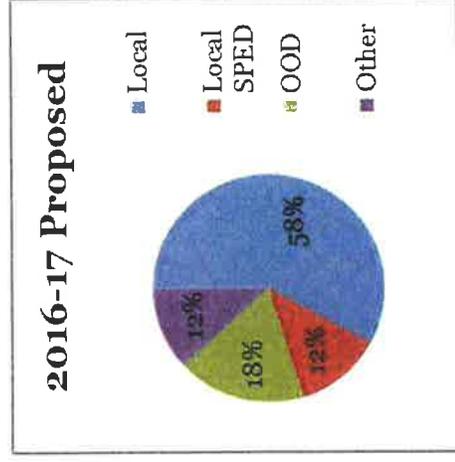


Board of Education's Requested Operational Plan 2016-2017
TRANSPORTATION SERVICES

The chart below shows the total transportation budget over six years comparing the last Owner Operator contract to the current All Star contract.



This pie chart shows how the transportation costs are allocated throughout the budget.



Board of Education's Requested Operational Plan 2016-2017

TRANSPORTATION SERVICES

FUEL FOR STUDENT TRANSPORTATION

2016-17 Budget Summary

Diesel Fuel Gallons	Actual 2013-14	Actual 2014-15	Budget 2015-16	Estimated 2016-17
O/O	3,640			
MTM	13,366			
All-Star	103,194	108,520	110,000	105,400
	120,200	108,520	110,000	105,400
Cost pr/gal	\$3.1500	\$3.0800	\$2.1901	\$2.1500
Total	\$378,630	\$334,242	\$240,911	\$226,610
Gasoline Gallons				
MTM/All Star*	37,040	16,799	22,400	16,000
SPED Van	316	104	600	600
Cost pr/gal - Qtr 1&2	\$3.1200	\$3.1934	\$2.9863	\$2.3300
Cost pr/gal - Qtr 3&4	\$3.1934	\$2.9863	\$3.0979	\$2.3300
Total	\$118,014	\$50,949	\$70,141	\$38,678
Total Gallons				
Gallons	157,556	125,423	133,000	122,000
Cost	\$496,644	\$385,191	\$311,052	\$265,288
Fuel Liquidation				
Less: Cash Receipts	\$10,799			
	-\$1,379			
Total Budget	\$506,064	\$385,191	\$311,052	\$265,288

*MTM in fiscal 2013-14 only

Board of Education's Requested Operational Plan 2016-2017

STAFFING - TRANSPORTATION

TRANSPORTATION SERVICES STAFFING SUMMARY

SUPERINTENDENT'S REQUESTED STAFFING for the NEWTOWN PUBLIC SCHOOLS

Classification	2007-08 Staffing	2008-09 Staffing	2009-10 Staffing	2010-11 Staffing	2011-12 Staffing	2012-13 Staffing	2013-14 Staffing	2014-15 Staffing	2015-16 Approved	2015-16 Current	2016-17 Estimated	Change
112 Transportation Director	1.00	1.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-
112 Transportation Coordinators	2.00	2.00	2.00	2.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	-
112 Bus Drivers	2.18	1.71	1.71	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-
Total	5.18	4.71	4.71	2.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

All routing and dispatching services are performed by All-Star Transportation Services personnel



FLEET

FLEET DATA

- During our contractor interview we requested a detailed fleet list in order to identify the number, age, capacity, and model of vehicles being provided to the District under the terms of the contracts.

A copy of All-Star's Newtown fleet is included at the end of this section. As of June, 2016 the All-Star fleet included 51 Type I buses and 9 Type II buses with 4 of the Type II vehicles having wheelchair capabilities. The overall fleet has an average age of 3.3 years with an average mileage of 60,688. This is an exceptionally "good" fleet based on our experience. The "average" fleet that we see has an average age of approximately 5.5 years with an average mileage of over 75,000.

The contract specifications require that the contractor provide a fleet with no bus older than 8 years with an average age of 5 years. All-Star is far exceeding this requirement.

- All buses in the fleet are equipped with camera systems and GPS is provided through the bus radio system. This near real-time system is extremely effective in evaluating bus utilization while facilitating inquiries about bus location and activities. The GPS was not required in the original bid.

DMV INSPECTIONS

- Buses are required to be inspected annually by the Department of Motor Vehicles. For the period 9/1/14-8/31/15 All-Star has an out-of-service (OOS) rate of only 0.58%. This makes All-Star the second lowest OOS rate in the State with the lowest a contractor running a fleet that is only 10% of the size of All-Star. At the end of this section we have included a copy of the Statewide report from the DMV website.

FLEET CHANGES

- As the District considers future contracts, we recommend that prices be requested for the provision of some small vehicles (5-7 passenger or Suburban style). We have found that homeless transportation (McKinney-Vento), or special needs, can benefit from operating these lower cost vehicles (reduced capital and operating expenses). These prices should be requested from both Education Connection and All-Star; however, the greatest use will be for out-of-District services. If Education Connection cannot provide these services then the District should require the contract flexibility to utilize All-Star if the pricing is advantageous.

PROPERTY TAXES

- Contractors are required to pay property taxes to Towns based on the calculated value of their fleets. All-Star had a 2016 Tax Year liability of \$89,309.85 given their relatively “young” fleet.

It is our belief that All-Star will consider proposing a brand new, all propane fleet, should the District enter into renegotiations for a new contract. If that occurred, the value of the new fleet would significantly increase, thereby resulting in an increased tax revenue for the Town of Newtown. Although we do not know the exact value of the buses, we have estimated the new tax liability based on our conservative valuations. As shown, the new liability would increase taxes paid to the Town by \$34,993.35.

AST Vehicle Taxes - 2015 Tax Year

Existing Fleet

<u>Original Value</u>	<u>Assessed Value*</u>	<u>Qty</u>	<u>Year</u>	<u>Make</u>	<u>Tax</u>	<u>Total Tax</u>
\$35,429	\$24,800	3	2009	IC	\$820.14	\$2,460.42
\$33,257	\$23,280	1	2008	IC	\$769.87	\$769.87
\$39,700	\$27,790	1	2009	IC	\$919.02	\$919.02
\$27,529	\$19,270	1	2008	IC	\$637.26	\$637.26
\$67,000	\$46,900	1	2013	BLUEB	\$1,550.98	\$1,550.98
\$76,286	\$53,400	2	2013	BLUEB	\$1,765.94	\$3,531.88
\$79,700	\$55,790	9	2014	CHEVY	\$1,844.98	\$16,604.82
\$63,657	\$44,560	3	2013	BLUEB	\$1,473.60	\$4,420.80
\$63,086	\$44,160	40	2013	BLUEB	\$1,460.37	\$58,414.80
		61				\$89,309.85

Possible New Fleet

<u>Original Value</u>	<u>Assessed Value*</u>	<u>Qty</u>	<u>Year</u>	<u>Make</u>	<u>Tax</u>	<u>Total Tax**</u>
\$105,000	\$73,500	39		77 Pass	\$2,469.60	\$96,314.40
\$55,000	\$38,500	18		30-47 Pass	\$1,293.60	\$23,284.80
\$50,000	\$35,000	4		18+1 Pass	\$1,176.00	\$4,704.00
		61				\$124,303.20

Additional Town revenue	\$34,993.35
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*Property tax applied to the assessed value which is equal to 70% of the original value

**Total tax based on 2015 mill rate of 33.6

Department of Motor Vehicles

School Bus Out-of-Service Reports for Companies and Municipalities

The following is a list of school bus companies and municipalities that operate more than 20 school buses with Connecticut vehicle registrations. Each year by state law DMV does an annual inspection of the vehicles.

This list below shows the number of inspections, the number of vehicles put out of service, and the percentage of those vehicles that were put out of service as a result of DMV's annual inspection.

The period covers September 1, 2014 through August 31, 2015.

N/A = Reflects carriers with less than 21 vehicles registered the previous year.

Carrier Name	Number of Inspections (9/1/14 to 8/31/15)	Number of Taken OOS	OOS Percentage Rate	Previous Listed Vehicle OOS Percentage Rate
Access Transportation Solutions Llc	38	6	15.79%	15.63%
All Star Transportation	687	4	0.58%	0.33%
Autumn Transportation	78	12	15.38%	2.70%
B and B Transportation	67	0	0.00%	0.00%
Datco	1,240	40	3.23%	3.35%
Durham School Services	590	94	15.93%	10.58%
Eastconn	28	3	10.71%	3.85%
F.E. Edwin Smyth & Son	51	3	5.88%	0.00%
First Student	2,524	366	14.50%	13.02%
Glastonbury Town Of	63	8	12.70%	0.00%
Killingly Board of Ed.	34	11	32.35%	40.00%
Landmark Student Transportation Inc	61	10	16.39%	0.00%
M & J Bus Co.	436	11	2.52%	1.41%
Martel Transportation	22	6	27.27%	54.55%
Montville Board of Ed.	41	7	17.07%	15.79%
Newington Board of Ed.	55	4	7.27%	0.00%
Rainbow Bus Lines	64	24	37.50%	14.42%
Rainbow Transportation Services Inc	40	11	27.50%	N/A
Salter's Express Co Inc	46	1	2.17%	N/A
Smyth Bus Inc	108	1	0.93%	0.00%

Specialty Transportation	97	9	9.28%	1.65%
Student Transp. Of America, CT STA of Connecticut Inc	632	23	3.64%	8.87%
The New Britain Transportation	258	39	15.12%	18.33%
Thompson Board of Ed.	23	2	8.70%	57.14%
We Transport LLC	257	48	18.68%	0.43%
Winkle Bus Co.	93	3	3.23%	12.90%
Worhunsy Bus Corp The	77	1	1.30%	10.53%

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Newtown Equipment List

<u>Loc</u>	<u>Fleet #</u>	<u>Class</u>	<u>AssetType</u>	<u>VIN</u>	<u>Plate</u>	<u>Chassis</u>	<u>Year</u>	<u>Body</u>	<u>Cap</u>	<u>Mileage</u>
NWTN	53	R	Type II	1GB3G3BG9E1203334	30B29	CHEVY	2014	Microbird	30	26528
NWTN	51	R	Type II	1GB3G3BG0E1203710	30B27	CHEVY	2014	Microbird	30	29152
NWTN	52	R	Type II	1GB3G3BG5E1197855	30B25	CHEVY	2014	Microbird	30	37265
NWTN	49	R	Type II	1GB3G3BG3E1204219	30B26	CHEVY	2014	Microbird	30	39296
NWTN	50	R	Type II	1GB3G3BG5E1203413	30B28	CHEVY	2014	Microbird	30	41521
NWTN	55	SP	Type I	4DRBUAFL88B558534	89A88	INTER	2008	CE	47	135698
NWTN	41	R	Type I	1BAKBCPA1DF294251	34B37	BB	2013	Vision	47	52429
NWTN	43	R	Type I	1BAKBCPA5DF294253	34B41	BB	2013	Vision	47	55332
NWTN	39	R	Type I	1BAKBCPA3DF294249	34B46	BB	2013	Vision	47	58239
NWTN	35	R	Type I	1BAKBCPA6DF290521	30B61	BB	2013	Vision	47	58245
NWTN	36	R	Type I	1BAKBCPA8DF294246	34B43	BB	2013	Vision	47	58630
NWTN	42	R	Type I	1BAKBCPA3DF294252	34B40	BB	2013	Vision	47	60439
NWTN	34	R	Type I	1BAKBCPA4DF290520	30B60	BB	2013	Vision	47	60574
NWTN	44	R	Type I	1BAKBCPA7DF294254	34B39	BB	2013	Vision	47	63283
NWTN	40	R	Type I	1BAKBCPAXDF294250	34B38	BB	2013	Vision	47	63384
NWTN	33	R	Type I	1BAKBCPA8DF290519	30B59	BB	2013	Vision	47	66255
NWTN	37	R	Type I	1BAKBCPAXDF294247	34B44	BB	2013	Vision	47	68969
NWTN	38	R	Type I	1BAKBCPA1DF294248	34B45	BB	2013	Vision	47	76743
NWTN	57	SP	Type I	4DRBUAFN98B502376	86A11	INTER	2008	CE	77	96355
NWTN	58	SP	Type I	4DRBUAAN89A670699	91A71	INTER	2009	CE	77	28464
NWTN	56	SP	Type I	4DRBUAAN29A670696	91A64	INTER	2009	CE	77	68019
NWTN	59	SP	Type I	4DRBUAAN49A670697	91A69	INTER	2009	CE	77	83988
NWTN	61	SP	Type I	1BAKGCPA2DF295913	30B05	BB	2013	Vision	77	40298
NWTN	23	R	Type I	1BAKGCPA8DF290487	30B57	BB	2013	Vision	77	46684
NWTN	26	R	Type I	1BAKGCPA8DF290490	30B65	BB	2013	Vision	77	48818
NWTN	60	SP	Type I	1BAKGCPA0DF295912	30B06	BB	2013	Vision	77	49374
NWTN	25	R	Type I	1BAKGCPA1DF290489	30B63	BB	2013	Vision	77	50386
NWTN	27	R	Type I	1BAKGCPAXDF290491	30B64	BB	2013	Vision	77	52610
NWTN	9	R	Type I	1BAKGCPA8DF290473	34B13	BB	2013	Vision	77	52976
NWTN	19	R	Type I	1BAKGCPA0DF290483	30B89	BB	2013	Vision	77	53671
NWTN	24	R	Type I	1BAKGCPAXDF290488	30B62	BB	2013	Vision	77	54400
NWTN	8	R	Type I	1BAKGCPA6DF290472	30B92	BB	2013	Vision	77	55557
NWTN	62	SP	Type I	1BAKGCPA6DF290486	30B87	BB	2013	Vision	77	57457
NWTN	28	R	Type I	1BAKGCPA1DF290492	30B66	BB	2013	Vision	77	57680
NWTN	12	R	Type I	1BAKGCPA3DF290476	34B08	BB	2013	Vision	77	57735
NWTN	10	R	Type I	1BAKGCPAXDF290474	30B93	BB	2013	Vision	77	59260
NWTN	31	R	Type I	1BAKGCPA8DF293597	32B58	BB	2013	Vision	77	59364
NWTN	6	R	Type I	1BAKGCPA9DF290465	30B88	BB	2013	Vision	77	60188
NWTN	7	R	Type I	1BAKGCPA4DF290471	30B91	BB	2013	Vision	77	60417
NWTN	29	R	Type I	1BAKGCPA3DF290493	30B58	BB	2013	Vision	77	62525
NWTN	18	R	Type I	1BAKGCPA9DF290482	30B85	BB	2013	Vision	77	63905
NWTN	11	R	Type I	1BAKGCPA1DF290475	30B94	BB	2013	Vision	77	64644
NWTN	20	R	Type I	1BAKGCPA2DF290484	30B90	BB	2013	Vision	77	64725
NWTN	1	R	Type I	1BAKGCPA4DF293600	32B64	BB	2013	Vision	77	64908
NWTN	5	R	Type I	1BAKGCPA2DF290470	19B11	BB	2013	Vision	77	64981
NWTN	13	R	Type I	1BAKGCPA5DF290477	34B09	BB	2013	Vision	77	66349
NWTN	2	R	Type I	1BAKGCPA0DF290466	19B09	BB	2013	Vision	77	67054
NWTN	4	R	Type I	1BAKGCPA2DF290467	10B70	BB	2013	Vision	77	67458
NWTN	14	R	Type I	1BAKGCPA7DF290478	34B16	BB	2013	Vision	77	67687

Newtown Equipment List

<u>Loc</u>	<u>Fleet #</u>	<u>Class</u>	<u>AssetType</u>	<u>VIN</u>	<u>Plate</u>	<u>Chassis</u>	<u>Year</u>	<u>Body</u>	<u>Cap</u>	<u>Mileage</u>
NWTN	15	R	Type I	1BAKGCPA9DF290479	34B10	BB	2013	Vision	77	68799
NWTN	3	R	Type I	1BAKGCPA4DF290468	19B08	BB	2013	Vision	77	68981
NWTN	21	R	Type I	1BAKGCPA4DF290485	30B86	BB	2013	Vision	77	71790
NWTN	22	R	Type I	1BAKGCPAXDF293598	32B56	BB	2013	Vision	77	73035
NWTN	17	R	Type I	1BAKGCPA7DF290481	34B12	BB	2013	Vision	77	73447
NWTN	16	R	Type I	1BAKGCPA5DF290480	34B11	BB	2013	Vision	77	74328
NWTN	30	R	Type I	1BAKGCPA6DF290469	19B10	BB	2013	Vision	77	76970
NWTN	48	SP	Type II - W/C	1GBKG316091162019	95A34	CHEVY	2010	Microbird	18+1	122660
NWTN	46	R	Type II - W/C	1GB3G3BG3E1204088	30B23	CHEVY	2014	Microbird	18+1	35654
NWTN	45	R	Type II - W/C	1GB3G3BG5E1203315	30B24	CHEVY	2014	Microbird	18+1	36263
NWTN	47	R	Type II - W/C	1GB3G3BG2E1198543	49B31	CHEVY	2014	Microbird	18+1	39410
Total Number of Vehicles:				60						
Average Age (based on 2016 model year):				3.3						
Average Mileage:				60,688						

POLICY AND PROCEDURES

- An important issue in the operation and provision of student transportation services is the development, adoption and implementation of policy.

Policy identifies for the community the level of service to be provided to the residents while clarifying for the Administration and the Contractor(s) the parameters to be utilized to offer equitable and safe services. In all cases it is our belief that policy and procedure should agree.

During the course of our review, we evaluated Policy #3-701 which includes a number of subsections. This policy includes several key provisions, including a specific delineation for determining eligibility for transportation services. Eligibility has been established to provide transportation services to students living in the following circumstances:

- All children, kindergarten through grade 8, living one (1) mile or more from the school they attend.
- All children, grades 9 through 12, living one and one-half (1.5) miles or more from the school they attend.

The policy includes a distance waiver statement for physical disabilities and hazardous conditions. Additionally, it includes a provision for students to walk to the nearest bus stop with the maximum stop distance equivalent to the walker distances to schools stated above.

The policies are outdated, inaccurate and need to be replaced. Throughout the policy there are references to the owner-operator method of providing services, and procedures are stated that were obviously designed to meet the owner-operator needs. As stated, the policies need to reflect the Board's determination on service levels, and should not be designed to reflect the needs of the provider.

It is our understanding that the District has subscribed to the CAFE policy service, and has the CAFE prototype policies available. We have reviewed these prototype policies for other clients and they are thorough and compliant with regulatory requirements. We recommend that the Board of Education address the policy issues at the earliest possible date in order to establish a firm foundation for services to be provided to the Community in the future. This is especially important

should any building realignments be necessary, or should a new transportation bid be undertaken.

As policies are reviewed by the Board of Education, we strongly encourage the active participation of the Administration. Additionally, given the detailed involvement of All-Star in determining routes and services, we recommend that they be consulted relative to the current practices while soliciting their input on any recommendations for future changes. All-Star operates in a number of communities and their insights would be valuable and appropriate.

All-Star publishes "*Transportation Information*" which details rules and regulations that they have implemented in the Newtown Public Schools. We have included these two pages in the Appendix. We suggest that the Board of Education review this document to ensure that it is compliant with the operating methods desired by the District.

**WALKER
DISTANCES AND
STOPS**

- The establishment of stops closer to home because the parent cannot see the student from their front window, or challenges about buses entering cul-de-sacs because the parent assumed that a bus would enter the cul-de-sac, are typical issues that we hear and where we believe a district must establish fair parameters.

We believe that it's very important to minimize the number of times the bus stops; this is a major area of safety concern. Additionally, a reduction in the number of stops will reduce route times and reduce fuel usage. If the implementation of a formal stop system could allow the reduction of even one bus, or the elimination of the need to add a new bus, the savings to the District would be in excess of \$60,000 per year. This type of savings may allow the District to allocate these funds to teaching positions or other direct educational expenses.

Frequent bus stops are problematic and unsafe:

- They interfere with traffic and sometimes encourage drivers behind the bus to try to get ahead of the bus.
- The chance of a rear-end collision is increased.
- When proceeding from one stop to the next the driver needs time to activate the yellow warning flashers to alert motorists.
- The operation of the route is extended due to the frequency of students getting on or off the bus.
- The number of students assigned to the bus is decreased due to the extended run times.

We understand the challenge for the District in the determination of safe and equitable bus stop locations.

Parents also challenge stop locations for a multitude of reasons. It is incumbent on the District to determine stop locations based on safety, efficiency and policy compliance. In certain instances where stops are difficult to determine, we recommend that the District develop a matrix to be utilized to review the questionable stop. Issues such as: sight lines; speed limits; sidewalks; safe area to wait; number of students; student ages; safe bus stopping location; and more, can be included in the evaluation process.

For the new stop, all factors would be considered and a determination would be made based on the sum of all elements of the review. This would allow the stop review process to be conducted by District staff members in a consistent method, thereby providing equity to residents while ensuring student safety.

The drop-off of students is an issue that has been addressed by All-Star and the Administration as they implemented a more formal and consistent procedure. Prior to the operation under a formal single-contractor mode, “personal” arrangements were made with drivers and parents. This is absolutely not acceptable and not safe. This should be clarified in any new policies.

SAFETY ZONES

- Safety zones should periodically be reviewed to ensure that the area continues to meet the defined criteria. Road conditions can certainly change over time and it is not uncommon for an area to be deemed an unsafe area and then receive transportation services that far exceed an area’s eligibility. As a part of this process, a record should be kept of the date of the review and the party conducting the review.

TRIP TICKET

- In order to provide an audit trail for charges related to athletic and field trips, we recommend that the District develop a trip ticket to be used for each athletic or educational, non-route trip. It would certainly be appropriate to work with the Contractor on this form development.

The trip ticket should include at least the following items:

- Date
- Event/Sport/School name
- Destination description

- Bus #
- Driver name
- Scheduled departure time
- Actual departure time
- Departure mileage
- Initial of coach/teacher/responsible adult
- Scheduled return time
- Actual return time
- Initial of coach/teacher/responsible adult
- Comment field to be completed by coach/teacher/adult (problems; issues; commendations; etc)

ANNUAL MEETING

- We recommend that there be an annual meeting with all principals and the Athletic Director, attended by all the drivers/aides of the Contractor(s). This provides an opportunity for increased training, including detailed conversations addressing procedural issues such as bus conduct reports. This type of meeting also provides an opportunity for the drivers and aides to ask questions about procedures, discipline, policy, and more. These meetings assist in building and enhancing relationships between the transportation employees and the Building Administrators.

COMPLAINT TRACKING

- The District should develop and implement a complaint tracking system in compliance with Section 10-221c requirements (included in Appendix). We have included in the Appendix a sample of an Excel based tracking system in use in other districts.

ROUTING

ROUTING

- Route scheduling for all in-District runs is being performed by All-Star using TransFinder routing software. TransFinder is a capable, industry-standard routing software program. The TransFinder program is owned by All-Star.

The bid specifications issued for the services being performed by All-Star were based on the District performing all routing services utilizing the VersaTrans routing software that was owned and operated by the District. Pursuant to an agreement between the District and All-Star in April, 2012, All-Star assumed complete responsibility for the management of all of the District's transportation services, including the routing function. All-Star assumed this responsibility at no additional cost to the District.

As a firm, we have a belief that, whenever possible, a district should be responsible for routing. This eliminates any concerns about the "fox watching the hen house", and eliminates any consternation about tedious requirements to explore routing options. If the district wants to spend time looking at options, that is solely a district decision.

However, in most cases there is a charge from a contractor for providing routing services given the significant labor demand that the function requires, and the requirement to own and operate routing software. Additionally, a thorough routing function requires periodic reports to the district, and time sensitivity to meet changes in routing demands and student movements.

With our prejudice toward district operation of routing, we reviewed the process in place with All-Star, the route and ridership information provided, and the knowledge that they demonstrated during our interview. Given the incremental costs that the District would incur by trying to bring this function in-house (personnel; software), coupled with our comfort level with the efforts being provided by All-Star, we recommend that the routing and management function remain with All-Star – assuming that a future contractual relationship can be achieved. We do not see any demonstrable savings to the District by assuming responsibility for the routing, and there would definitely be additional costs.

The only concern that we have is the potential impact on District operations should a rebid be required. As mentioned earlier in this report, the routing software, maps, and information is owned by All-Star. Although the student data obviously resides with the District, the routing software, maps and related data belongs to All-Star and would not be available to another contractor.

RIDERSHIP ANALYSIS

- At the end of this section we have included AM and PM reports that were generated by All-Star. These reports provide critical information as we review the effectiveness of the routing process:
 - The AM report shows each bus, the licensed capacity (children), usage for each of the three tiers, scheduled ridership (shown as registered), the actual riders during each of the three count periods, and the run times.
 - The licensed capacity is the maximum student ridership on the bus. It is important to note that this is based on 3 students to a seat which many districts do not feel is sufficient space for secondary students, especially with coats and backpacks. The 3 students to a seat is based on 13 inch “rump room”. Therefore, on a 77 passenger bus if a district assigned 2 students to a seat the effective capacity would become 52 students.
 - The pricing methodology under the contract requires the District to pay for a bus based on the length of day (6.5 hours). Therefore, if a bus is not needed for the middle tier in a three tier system, the District still pays for the bus. Therefore, many districts believe that they might just as well use the bus since they’re paying for it. However, given that there is variable operating cost for running a bus (fuel; maintenance), the District may be better off allowing the contractor to park the bus if there is not a legitimate need for the bus capacity to service the school.
 - The PM analysis is based on riding time information only as the PM routes in the District are designed to replicate the AM routes. Given the desire to replicate routes in order to develop continuity between the drivers, students and parents, the length of run that can be operated in the afternoon in many ways controls the type of route that can be developed for the AM.
 - PM ridership is also much more difficult to project given the number of students who participate in outside events. PM riding time is a significant issue in routing as the time between dismissal bells typically controls the length of the routes, therefore the student loads. When evaluating PM route times, it

is critically important to understand that there is a loading time requirement at the schools after the PM bell. The industry standard is 7 to 10 minutes depending on student ages, building layouts, traffic flow, and dismissal process. Therefore, with a 10 minute load factor, a 2:49 dismissal means that the bus effectively begins the route at 2:59. The bus then must deliver all the students to their homes and make it back to the next building (tier) by dismissal time. Therefore, for the Intermediate School, a 2:49 dismissal means that the bus leaves by 2:59, and then must deliver all students and be at the elementary building by 3:37.

- Following is a summary of information gathered from an analysis of the AM and PM ridership report:

AM STUDENT RIDERSHIP ANALYSIS *			
	TIER 1	TIER 2	TIER 3
Average scheduled riders:	67	24	37
Average # of riders	32.7	17.43	27.41
% of riders to scheduled	48.8%	71.3%	73.4%
% of riders to full capacity (77)	42.5%	22.6%	35.6%
% of riders to adult capacity (52)	62.9%	33.5%	52.7%
Average ride time (mins)	38	31	32
PM RIDERSHIP ANALYSIS			
Average ride time (mins)	36	32	33
<i>* Based on 77 passenger bus analysis only. May 2016 report from AST.</i>			

What are the key “take-aways” from this analysis?

- The ridership analysis for the AM runs is based on our analysis of the 77 passenger buses only. We did not include the 47 passenger buses given the relatively unique use of these buses.
- Scheduling 67 students for the first tier, which services the secondary schools, is “overloading” a bus that has an effective adult capacity of 52 students. This is highly appropriate given that only 48.8% (33) of the scheduled riders actually use the bus. Although more students could be assigned to these first tier buses, the ride time is already 38 minutes. Additionally, since the PM runs replicate the AM runs, there is an effective limit to the length of the run.
- The AM route times must consider the practical problem of traffic flow. The traffic in Newtown in certain areas is challenging and must be integrated into the run development without regard to

the actual number of miles traveled in a route. Typically, AM traffic flow is a greater challenge than during the afternoon.

- In looking at the first tier student assignments, there appears to be a solid attempt to equalize student loads as the lowest assigned student load was 50 students with the highest assigned load being 77 students. The average load was 67 students with the mode being 77 students.
- The PM run schedule for the first tier (secondary schools) includes the use of a “wave” system which means that half the buses start at the High School with the other half starting at the Middle School. The buses pick up students at their respective schools and then transition to the other building to pick up the remainder of their assigned students. Therefore, there is actually a dual loading factor that must be considered which integrates an additional almost 20 minutes into the first tier PM run.
- Second tier ridership is much lower (average 17), along with the number of scheduled riders (24). This appears to be due to run time limitations, an attempt to utilize all buses since they are being paid for, and the types of destinations (private/parochial along with the Intermediate School).
- Third tier (Elementary School) assigned ridership is also much lower (average of 37) but with a utilization rate of 73% based on actual to scheduled. Elementary students are typically much higher users of assigned buses. The average run time is 33 minutes in the PM. The average last drop-off in the afternoon is 4:19.

- From all indications, All-Star has worked well with the District to adjust routes and attempt to consolidate runs. The statistics show a reasonable balance between run times and student loads. Although the second tier appears to show buses that are underutilized, this is explained by run times and attempts to utilize contracted buses. We believe this is an area that should be reviewed in greater detail to balance convenience versus variable operating cost savings.

As mentioned earlier, the District and All-Star were able to reduce 2 buses from the fleet. This type of on-going review must be continued given the enrollment decline in the District. To that end, as part of our discussions with All-Star, we did pose two questions relative to areas of potential savings. Following is our question and their response:

- **TAS** question: *“Is there a potential for reducing buses if bell times were adjusted using the current three tier system?”*

All-Star response: *“Per your request I have looked into the possibility of reducing buses by moving school bell times. We currently operate 42.50 Type I buses and 8 Type II vans. The afternoon schedule is extremely tight with buses just making or arriving slightly after dismissal for their Tier 2 and Tier 3 schools. Consolidating HS/MS routes would result in longer runs requiring additional time between Tiers. We would most likely need to adjust the Tier 2 & Tier 3 schools by 15 minutes. Tier 2 would go from 8:05–2:49 to 8:20–3:04 and Tier 3 would go from 9:05–3:37 to 9:20–3:52. This would allow a reduction of 3.5 units. Base on next year’s rates there would be a potential savings of \$208,345.50 + fuel; however, there would be additional cost as we would likely exceed the 6 ½ hour contracted rate by approximately 15 minutes per day per bus for a potential increase of \$107,055.00 which reduces potential savings to \$101,290.50 + fuel.”*

- **TAS** question: *“Would it be possible to create a later start time for the High School, and if so, what would be the best method of achieving this goal?”*

All-Star response: *“Also regarding later start times for the High School. The most logical option would be to convert to a 2 Tier system. We operate next door in New Milford which is similar in size to Newtown. They operate on a 2 Tier system with HS/MS from 7:35 – 2:15 (buses drop off at 7:10) and the Intermediate and 2 elementary schools from 8:50 – 3:15. They run 62.50 units. We are unable to forecast how many units that might require given the uncertainty of whether Newtown will be closing a school and what the new configuration might be.”*

- From our perspective, if the District is willing to look at adjusting bell times, we believe there would be financial advantages to creating more time between tiers. The financial projections shown by All-Star might be modified through contract renegotiations where the pricing methods are addressed, and where unnecessary second tier buses are removed. Although this type of analysis will be time consuming, we believe the effort would be financially beneficial. This is especially true should building reconfigurations occur in the future given the declining enrollments.

As a part of the “what-if” routing analysis, should reconfiguration be a legitimate option for the District, a two-tier system would be a

reasonable option. Most districts of the geographic size of Newtown operate a two-tier system given the time versus space analysis of bus use. The larger the district, the more time that is needed for runs in order to maximize bus capacities. The buses demonstrate that there is unused student capacity; therefore, creating longer runs will allow more assigned students.

Although there may be a need for a few more buses, the length of day per bus should decrease from the current 6.5 hours down to potentially 4.5 to 5 hours. The decreased length of day for the entire fleet may offset the incremental cost of increasing a few buses. This cannot be determined until the detailed “what if” review is completed, and until contract renegotiation is completed with a change in pricing methodologies.

- Overall, we believe All-Star is doing a good job in the routing process, and we do not believe that the District could cost justify bringing the routing responsibility in-house. Although the District needs to continually focus on controlling costs through bus utilization reviews, we do not find any glaring inefficiencies in the current program.

We do recommend that the District work with All-Star to explore bell time and tier structure options, keeping in mind that any changes would not occur until the 2017-2018 school year at the earliest.

A.M. STUDENT COUNT SHEET

BUS	CAP	SCH-001	REG	SEP	JAN	MAY	TIME	SCH-001	REG	SEP	JAN	MAY	TIME	SCH-001	REG	SEP	JAN	MAY	TIME
1	77	NHS/MS	73	39	38	39	36	REED	30	27	28	25	40	SANDY HOOK	53	51	50	50	45
2	77	NHS/MS	68	39	31	28	38	REED	18	15	13	14	25	SANDY HOOK	28	21	20	23	31
3	77	NHS/MS	70	38	29	29	38	REED	36	32	29	28	32	SANDY HOOK	34	29	27	29	29
4	77	NHS/MS	63	48	53	50	38	REED	31	27	26	26	27	SANDY HOOK	30	25	28	30	27
5	77	NHS/MS	60	28	26	23	27	REED	26	20	16	15	24	SANDY HOOK	29	23	21	19	25
6	77	NHS/MS	77	45	39	33	34	REED	27	24	21	20	32	MIDDLE GATE	38	28	23	25	25
7	77	NHS/MS	62	33	31	28	34	ST ROSE	28	24	20	16	43	MIDDLE GATE	41	27	26	26	28
8	77	NHS/MS	65	37	36	27	30	REED/ST ROSE	39	21	19	16	36	HAWLEY	55	34	34	27	36
9	77	NHS/MS	63	37	31	29	28	REED/ST ROSE	39	25	20	19	30	HAWLEY	52	37	35	33	35
10	77	NHS/MS	77	37	31	38	33	REED	17	12	11	15	31	HAWLEY	35	22	20	23	33
11	77	NHS/MS	67	33	28	23	37	REED	25	19	21	21	29	HAWLEY	30	27	30	27	30
12	77	NHS/MS	70	42	33	35	25	REED	29	19	17	19	34	HEAD O'MDW	23	15	15	16	24
13	77	NHS/MS	60	30	29	27	42	REED	13	13	13	14	27	HEAD O'MDW	44	39	39	37	22
14	77	NHS/MS	52	33	28	24	40	REED	25	17	14	17	36	HEAD O'MDW	34	33	28	23	31
15	77	NHS/MS	55	29	28	25	45	REED	13	8	6	7	32	HEAD O'MDW	46	34	32	34	34
16	77	NHS/MS	75	30	26	21	42	REED	23	19	16	16	37	HEAD O'MDW	50	31	29	28	34
17	77	NHS/MS	50	31	25	21	36	REED	31	22	18	16	34	HEAD O'MDW	49	22	33	29	32
18	77	NHS/MS	57	21	21	19	43	REED	28	27	26	24	36	MIDDLE GATE	23	13	13	12	41
19	77	NHS/MS	58	45	44	38	41	REED	31	30	28	28	24	MIDDLE GATE	52	52	51	38	43
20	77	NHS/MS	65	35	31	18	32	REED	23	17	12	18	38	MIDDLE GATE	40	24	21	14	24
21	77	NHS/MS	65	43	35	37	36	REED	20	15	12	11	36	SANDY HOOK	29	18	21	21	33
23	77	NHS/MS	77	33	31	26	37	REED	16	14	14	13	22	MIDDLE GATE	41	31	28	30	30
24	77	NHS/MS	67	31	25	23	38	REED	47	34	26	33	23	MIDDLE GATE	30	20	20	20	28
25	77	NHS/MS	73	29	30	25	31	REED/ST ROSE	31	22	19	8	35	MIDDLE GATE	22	21	19	17	35
26	77	NHS/MS	77	42	37	39	46	ST ROSE	14	8	8	8	29	SANDY HOOK	44	39	42	41	42
27	77	NHS/MS	77	49	45	48	45	FRASER WD	3	4	3	3	20	MIDDLE GATE	44	30	28	27	29
28	77	NHS/MS	77	33	28	26	43	ABBOTT TECH	14	11	12	10	26	MIDDLE GATE	34	25	20	22	30
29	77	NHS/MS	65	33	33	32	47	ST ROSE	10	10	8	6	30	HEAD O'MDW	27	23	21	22	31
30	77	NHS/MS	74	46	37	39	38	REED	22	13	11	14	31	HEAD O'MDW	46	42	34	31	46
31	77	NHS/MS	71	33	28	25	45							DNBY MAG	17	17	16	16	30

Averages:	67	36.07	32.23	29.83	38	24	18.93	16.79	16.55	31	37	28.43	27.47	26.33	32
% of reg		53.8%	48.1%	44.5%			77.4%	68.7%	67.7%			76.2%	73.6%	70.5%	
% of cap		46.8%	41.9%	38.7%			24.6%	21.8%	21.5%			36.9%	35.7%	34.2%	
% adult cap		69.4%	62.0%	57.4%			36.4%	32.3%	31.8%			54.7%	52.8%	50.6%	
avg riders		32.71					17.43					27.41			
avg % of reg		48.8%					71.3%					73.4%			
avg % of cap		42.5%					22.6%					35.6%			
avg % of adult cap		62.9%					33.5%					52.7%			

Bus	School	Lv. School	Ride	Arrive	School	Lv. School	Last D/O	Ride	Arrive	School	Lv. School	Last D/O	Ride	Yard
1	NHS/MS	2:17	36	2:52	REED	3:05	3:35	0:30	3:47	SH	3:50	4:29	0:39	4:43
2	NHS/MS	2:16	41	2:54	REED	3:00	3:36	0:36	3:40	SH	3:46	4:24	0:38	4:43
3	NHS/MS	2:15	37	2:56	REED	3:00	3:35	0:35	3:42	SH	3:46	4:23	0:37	4:38
4	NHS/MS	2:17	37	2:56	REED	3:00	3:30	0:30	3:42	SH	3:46	4:23	0:37	4:36
5	NHS/MS	2:17	28	2:51	REED	3:00	3:35	0:35	3:43	SH	3:47	4:26	0:39	4:36
6	NHS/MS	2:16	35	2:53	REED	3:00	3:31	0:31	3:40	MG	3:46	4:21	0:35	4:33
7	NHS/MS	2:16	32	2:50	STR	2:55	3:25	0:30	3:36	MG	3:44	4:08	0:24	4:22
8	NHS/MS	2:17	31	2:51	REED/STR	3:00	3:31	0:31	3:38	HW	3:45	4:20	0:35	4:32
9	NHS/MS	2:19	25	2:56	REED/STR	3:00	3:31	0:31	3:35	HW	3:42	4:13	0:31	4:28
10	NHS/MS	2:18	34	2:54	REED	3:00	3:25	0:25	3:38	HW	3:46	4:15	0:29	4:26
11	NHS/MS	2:16	38	2:55	REED	3:00	3:36	0:36	3:37	HW	3:44	4:21	0:37	4:29
12	NHS/MS	2:18	24	2:58	REED	3:05	3:40	0:35	3:47	HOM	3:47	4:21	0:34	4:31
13	NMS/HS	2:16	40	3:00	REED	3:05	3:40	0:35	3:42	HOM	3:47	4:22	0:35	4:27
14	NMS/HS	2:15	42	2:58	REED	3:05	3:35	0:30	3:41	HOM	3:47	4:16	0:29	4:24
15	NMS/HS	2:16	40	2:57	REED	3:05	3:36	0:31	3:38	HOM	3:47	4:22	0:35	4:25
16	NMS/HS	2:14	43	2:55	REED	3:05	3:38	0:33	3:46	HOM	3:47	4:22	0:35	4:36
17	NMS/HS	2:16	34	3:01	REED	3:05	3:33	0:28	3:37	HOM	3:47	4:20	0:33	4:40
18	NMS/HS	2:14	41	2:52	REED	3:00	3:30	0:30	3:39	MG	3:45	4:08	0:23	4:30
19	NMS/HS	2:16	36	2:56	REED	3:05	3:40	0:35	3:46	MG	3:51	4:21	0:30	4:36
20	NMS/HS	2:17	29	2:52	REED/STR	3:05	3:45	0:40	3:45	MG	3:49	4:19	0:30	4:22
21	NMS/HS	2:16	33	2:54	REED	3:00	3:40	0:40	3:47	SH	3:52	4:29	0:37	4:44
23	NMS/HS	2:15	37	2:54	REED/STR	3:05	3:30	0:25	3:39	MG	3:47	4:20	0:33	4:31
24	NMS/HS	2:21	31	2:58	REED	3:05	3:40	0:35	3:44	MG	3:50	4:16	0:26	4:27
25	NMS/HS	2:16	36	2:51AM	REED/STR	3:05	3:30	0:25	3:44	MG	3:50	4:09	0:19	4:25
26	NMS/HS	2:20	39						3:15	SH	3:45	4:21	0:36	4:41
27	NHS/MS	2:22	44		NVA				3:13	MG	3:44	4:25	0:41	4:33
28	NHS/MS	2:22	43		NVA				3:08	MG	3:44	4:18	0:34	4:32
29	NMS/HS	2:21	44						3:20	HOM	3:47	4:15	0:28	4:28
30	NMS/HS	2:23	30	3:01	REED	3:05	3:35	0:30	3:43	HOM	3:47	4:22	0:35	4:43
31	NMS/HS	2:20	46						3:36	DNBY MG	3:45	4:22	0:37	4:32
33	NMS/HS	2:17	24	2:50	REED	3:00	3:37	0:37	3:44	SH	3:49	4:29	0:40	4:45
34	NHS/MS	2:17	28	2:51	REED/STR	3:00	3:30	0:30	3:43	SH	3:47	4:22	0:35	4:37
35	NMS/HS	2:22	32	2:50	REED/STR	3:00	3:35	0:35	3:43	HW	3:48	4:07	0:19	4:29
36	NMS/HS	2:17	32	2:52	REED/STR	3:00	3:30	0:30	3:40	HW	3:46	4:08	0:22	4:27
37	NHS/MS	2:21	40	2:51	REED	3:00	3:37	0:37	3:43	HW	3:49	4:16	0:27	4:32
38	NHS/MS	2:20	34	2:52	REED	3:00	3:29	0:29	3:43	SH	3:48	4:27	0:39	4:41
39	NHS/MS	2:14	37	2:58	REED	3:00	3:40	0:40	3:41	HW	3:46	4:22	0:36	4:27
40	NHS/MS	2:19	33	2:51	REED	3:00	3:40	0:40	3:48	HW	3:52	4:18	0:26	4:34
41	NHS/MS	2:17	27	2:50	STR	2:58	3:40	0:42						3:51
42	NMS/HS	2:19	32	2:49	STR	2:57	3:40	0:43						3:53
43	NMS/HS	2:21	30	2:48	STR	2:56	3:40	0:44						3:57
44	NMS/HS	2:15	37	2:52	STR	3:00	3:40	0:40						4:01
			36					0:33					0:32	

APPENDIX

- **COMPARABILITY SURVEY DATA**
- **ALL-STAR TRANSPORTATION REGULATIONS**
- **SECTION 10-221C REQUIREMENTS**
- **SAMPLE COMPLAINT TRACKING REPORT**

Enter your Town	Was your current bus contract:	When contract expires, do you plan to:	Daily Rate for Type I Vehicles				Daily Rate for Type II				
			2015-16	2016-17	2017-18	2018-19	2019-20	2015-16	2016-17	2017-18	
Ansonia	Negotiated	Bid	\$250.00	\$260.00	\$270.00		\$286.46	\$297.93	\$309.85	4.00%	4.00%
South Windsor	Bid	Bid	hourly \$328.00	\$336.00	\$344.00	\$353.00	hourly \$292.50	\$300.00			2.56%
Simsbury	Negotiated	Bid	\$282.00	\$297.00	\$312.00		same				
Derby	Negotiated	Negotiate	\$234.26	\$241.05			\$218.63	\$218.63			0.00%
Manchester	Bid	Bid									
Region 12	Negotiated	Un-decided	\$294.00	\$302.50	\$311.50	\$322.00	\$282.00	\$294.00	\$302.50	4.26%	2.89%
Washington, Bridgewater, Roxbury											
Waterbury	Bid	Bid	\$280.00	\$288.00	\$296.00	\$304.00	\$295.00	\$304.00	\$313.00	3.05%	2.96%
Ellington	Bid	Bid	\$224.45	\$230.96	end of 5 yr		\$212.47	\$218.63	n/a		2.90%
East Hampton	Bid	Un-decided	\$233.24	\$239.07			\$225.69	\$231.34			
Waterford	Bid	Un-decided	\$227.91	\$234.75			\$227.91	\$234.75			
Coventry	Bid	Bid	\$291.48	\$299.93	\$308.93	\$318.51	N/A	N/A	N/A		
RSD 10 (Burlington/Harwinton)	Negotiated	Negotiate	\$298.00	\$306.00			\$298.00	\$306.00			
RSD13 - Durham and Middlefield	Negotiated	Un-decided	\$239.18	\$243.97	\$248.85	\$253.82	\$227.75	\$232.30	\$236.95	2.00%	2.00%
Guilford	Negotiated	Un-decided	\$270.34	\$274.40	\$278.52	tbd	\$270.34	\$274.40	\$278.52	1.50%	1.50%

Wallingford	Bid			\$257.52	\$263.96	\$270.56	\$277.32	\$238.51	\$244.47	\$250.58	
					2.50%	2.50%	2.50%		2.50%	2.50%	
Glastonbury											
Orange		Negotiated	Un-decided	\$299.00	\$308.00	\$318.00		\$299.00	\$308.00		
		Negotiated	Negotiate		3.01%	3.25%			3.01%		
New Fairfield		Negotiated	Negotiate	\$295.31	\$312.00	\$329.15	\$347.26	\$263.80	\$278.00	\$293.61	
		Negotiated	Negotiate		5.65%	5.50%	5.50%		5.38%	5.62%	
Danbury		Negotiated	Negotiate	\$328.34	\$336.55			\$329.46	\$337.70		
		Negotiated	Negotiate		2.50%				2.50%		
Seymour		Negotiated	Negotiate	\$300.94	\$308.47	\$316.18		\$300.94	\$308.47	\$316.18	
		Negotiated	Negotiate		2.50%	2.50%			2.50%	2.50%	
Milford		Negotiated		\$257.39	\$265.11			\$250.62	\$258.13		
		Negotiated			3.00%				3.00%		
Stafford	Bid		Un-decided	\$279.46	\$286.44	\$293.60		\$279.46	\$286.44	\$293.60	
			Un-decided		2.50%	2.50%			2.50%	2.50%	
Manchester	Bid		Un-decided	\$289.43	\$296.67	\$304.09		\$222.92	\$228.49	\$234.20	
Cromwell	Bid	Negotiated	Un-decided		2.50%	2.50%			2.50%	2.50%	
Enter your Town	Was your current bus contract:	When contract expires, do you plan to:	Daily Rate for Type I Vehicles	2015-16	2016-17	2017-18	2018-19	2019-20	2015-16	2016-17	2017-18
Groton	Negotiated		Bid	\$313.08	\$319.34	\$325.73					
					2.00%	2.00%					
Farmington	Negotiated	Negotiated	Negotiate	\$234.03	\$239.41	\$245.40	\$251.65	\$234.03	\$239.41	\$245.40	
			Negotiate		2.30%	2.50%	2.55%		2.30%	2.50%	
Somers	Bid		Un-decided	\$234.26	\$241.05			\$212.47	\$218.63		
			Un-decided		2.90%				2.90%		
Cheshire	Bid	Negotiated	Un-decided	\$301.00	\$310.00	\$319.00	\$329.00	\$246.00	\$254.00	\$261.00	
		Negotiated	Un-decided		2.99%	2.90%	3.13%		3.25%	2.76%	
Stonington		Negotiated		\$256.18	\$263.87	\$271.78		\$256.18	\$263.87	\$271.78	
					3.00%	3.00%			3.00%	3.00%	
Putnam											
Regional School District #18 Lyme-Old Lyme	Bid		Bid	\$236.50	\$246.00	\$256.00	\$266.00	\$236.50	\$246.00	\$256.00	
			Bid		4.02%	4.07%	3.91%		4.02%	4.07%	
Suffield	Bid		Bid	\$248.97	\$255.94	\$261.11		\$234.08	\$240.63	\$247.37	
			Bid		2.80%	2.02%			2.80%	2.80%	
Tolland	Bid		Bid	\$297.32	\$305.50	\$313.90	\$322.53	\$297.32	\$305.50	\$313.90	
			Bid		2.75%	2.75%	2.75%		2.75%	2.75%	
Bethel	Negotiated	Negotiated	Bid	\$347.65	\$355.47			\$347.65	\$355.47		
			Bid		2.25%				2.25%		

Enter your Town	Vehicles 2018-19	2019-20	Is fuel included in your contract? If yes, is there a limit of (gallons) per vehicle or per contract?	What type of fuel does your fleet use?	Would you consider propane vehicles?
Ansonia			Yes Vendor pays \$1.60/gallon/BOE pays balance	Diesel	Yes
South Windsor	\$307.00 2.33%	\$315.00 2.61%	No	Diesel	Yes
Simsbury Derby			No	Diesel	Yes Yes
Manchester			No	Diesel	Un-decided
Region 12 Washington, Bridgewater, Roxbury	\$311.50 2.98%	\$322.00 3.37%	Yes 42000	Diesel	Yes
Waterbury	\$322.00 2.88%	\$332.00 3.11%	Yes 2500	Diesel Propane	Yes
Ellington			No	Diesel	No
East Hampton			No	Gas Diesel	Un-decided
Waterford			No	Diesel	Un-decided
Coventry		N/A	No	Diesel	Un-decided
RSD 10 (Burlington/Harwinton)			No	Diesel	Yes
RSD13 - Durham and Middlefield	\$241.69 2.00%	n/a	No	Diesel	Un-decided
Guilford	tbd	tbd	No	Diesel	Un-decided

Wallingford	\$256.84 2.50%	Yes	No	Gas	Diesel	Un-decided
Glastonbury						
Orange		Yes	31000	Gas	Diesel	Un-decided
New Fairfield	\$309.76 5.50%		No	Diesel	Diesel	Yes
Danbury			No	Gas	Diesel	Yes
Seymour		Yes	48,000 gallons of diesel - we buy it	Diesel	Diesel	Yes
Milford		Yes	Bus company pays first \$1.00	Gas	Diesel	Un-decided
Stafford			No	Diesel	Diesel	Un-decided
Manchester			No	Diesel	Diesel	Un-decided
Cromwell			No	Diesel	Diesel	Un-decided
Enter your Town	Vehicles	Is fuel included in your contract? if yes, is there a limit of (gallons) per vehicle or per contract?	What type of fuel does your fleet use?	Would you consider propane vehicles?		
Groton		No	Diesel	Yes		
Farmington	\$251.65 2.55%	Yes	BOE pay \$85,000. then bus co. pays \$1.25 per gal.	Gas	Diesel	No
Somers			No	Diesel	Diesel	Un-decided
Cheshire	\$269.00 3.07%		No	Diesel	Diesel	Un-decided
Stonington			No	Diesel	Diesel	Yes
Putnam						
Regional School District #18 Lyme-Old Lyme	\$266.00 \$277.00 3.91% 4.14%	No		Diesel	Diesel	Un-decided
Suffield		No		Diesel	Diesel	Yes
Tolland	\$322.53 2.75%	No		Diesel	Diesel	Un-decided
Bethel		No		Diesel	Diesel	Yes

Un-decided
Un-decided
Yes

Diesel
Diesel
Diesel

No
No
No

Hampton	
Salem	
Region 1	\$263.84 0.83%

Enter your Town	How many vehicles do you run?			What is your current enrollment?	Is your routing performed by:	Who is your current transportation provider?
	Type I	Type II	Total			
Ansonia	15	7	22	2400	Bus Company	All-Star Transportation
South Windsor	33	12	45	4109	District	First Student (next yr DATTCO)
Simsbury			0			
Derby	9	3	12	1400	Bus Company	All-Star
Manchester	29	26	55	6202	Bus Company	First Student
Region 12	10	12	22	728	Bus Company	All-star
Washington, Bridgewater, Roxbury						
Waterbury	125	65	190	18752	Bus Company	RE: Durham SE: All-Star
Ellington	33	5	38	2637	Bus Company	First Student
East Hampton	16	1	17	1991	District	DATTCO
Waterford	26	11	37	2600	Bus Company	STA
Coventry	19		19	1625	Bus Company	M&J Bus, Inc.
RSD 10 (Burlington/Harwinton)	26	2	28	2400	Bus Company	All Star
RSD13 - Durham and Middlefield	21		21	1700	Bus Company	Dattco
Guilford	30	5	35	3393	District	STA

Wallingford	59	2	61	6052	Bus Company	Durham
Glastonbury			0			
Orange			0			
	12	2	14	997	Bus Company	All star
New Fairfield	5	20	25	2497	Bus Company	First Student
Danbury	79	35	114	11000	District	STA
Seymour	15	5	20	2202	Bus Company	All Star Transportation
Milford	56	13	69	6125	Bus Company	Durham School Services
Stafford	33	33	33	#####	Bus Company	M & J
Manchester			0			
Cromwell	13	4	17	1982	Bus Company	Dattco
Enter your Town	How many vehicles do you run?		What is your current enrollment?	Is your routing performed by:	Who is your current transportation provider?	
Groton	47	14	61	4971	District	STA
Farmington	38	6	44	4141	District	M & J
Somers	13	2	15	1427	Bus Company	First Student
Cheshire	35	13	48	4400	District	Dattco
Stonington	25	4	29	2151	Bus Company	First Student
Putnam			0			
Regional School District #18 Lyme-Old Lyme	16	4	20	1239	Bus Company	M&J
Suffield	19	1	20	2370	Bus Company	M&J Bus
Tolland	25	6	31	2598	Bus Company	First Student
Bethel	21	5	26	2958	Bus Company	First Student

Hampton	3	0	3	100	Bus Company	First Student
Salem	9	0	9	373	Bus Company	M&J
Region 1	26	6	32	1400	Bus Company	All Star

Enter your Town	Are there any comments you would like to share with us?
Ansonia	We are too small to obtain competitive bids. All-Star has one bus depot that serves the area (Seymour, Ansonia, Derby, Wolcott) We negotiated our last contract to align our "end" dates so that we can bid as a group and hopefully attract more vendors.
South Windsor	We went to bid this past fall and spent the summer researching propane fueled bussing. I had open issues regarding moving to propane but was very interested. Currently, there are no bus contractors in my area working with propane. I posted the RFP encouraging contractors to provide an alternate bid for alternate fuel. We only received 2 bids and both were for diesel only.
Simsbury Derby	Derby shares the same facility with Ansonia, Seymour and Oxford.
Manchester	On this last contract, we did a regional contract through our REC. We were not given a per diem costs, we were given a per diem up to 4 hours with an overtime cost of \$47.09 per hour for excess time over 4 hours, many of our routes are very long. Unfortunately, this has increased our transportation costs substantially. I believe we are in the neighborhood of \$300 per day for our Type I's with the overtime. Our transportation department used to do all the routing until this year. A change in staff, and the new transportation coordinator verifying that no other transportation coordinator within the regional contract does routing, made us look at the position and make the change to having the bus company do the routing. We are verifying that the routes are still optimized for us and currently, the overtime costs have remained the same. We are paying a flat \$26,000 for the bus company to do the routing. Please call if you have any questions.
Region 12 Washington, Bridgewater, Roxbury	
Waterbury	RE moving to Propane SE remaining Diesel
Ellington	We are in a regional contract bid by CREC with the Towns of Ellington, Somers, Vernon, and Manchester. The contract was not a savings for our district over the prior individual contract with First Student.
East Hampton	routing is shared, provider's software, support, and training almost zero sidewalks, zero K-3 walkers great survey Special Education not included
Waterford	Very good service, well managed.
Coventry	
RSD 10 (Burlington/Harwinton)	We are very happy with our current provider.
RSD13 - Durham and Middlefield	RSD13 leases the buses. Therefore, our daily rate may appear lower than expected. We originally did a five year lease and then renewed (as planned originally) another five years to spread the cost of the vehicle over ten years. We do have an additional agreement with Dattco that mandates they buy the buses at the end of the second five year lease term. Good luck
Guilford	Guilford is considering changes to school start times and the impact that would have on the bus routes and schedules. No funding was included in the 2016-17 proposed budget to make any changes. Any

Wallingford	changes would occur for the 2017-18 school year at the earliest.
Glastonbury	
Orange	
New Fairfield	
Danbury	
Seymour	We are very interested in obtaining propane buses in near future.
Milford	
Stafford	16-17 is extension year from 3 year contract. Working on a number of initiatives and plan to work toward rebidding or negotiating in the fall
Manchester Cromwell	
Enter your Town	Are there any comments you would like to share with us?
Groton	
Farmington	
Somers	Our daily rates are for (4) hours. Hourly excess rate \$45.76. Factoring in the excess, our total daily rate is @ \$265
Cheshire	Good Luck!
Stonington	BOE has directed that we go out to bid as we have extended a couple of times.
Putnam	
Regional School District #18 Lyme-Old Lyme	Will you be sharing your results?
Suffield	
Tolland	Contract ends 6/30/19, we will be going out to bid. The buses service four building and one of them id Vo-Tech . SPED run not included with these figures
Bethel	The daily rate include transition and other trips within town even field trips. We are interested in bidding w another district if you would like to discuss. We are open to a discussion using propane.

Hampton	
Salem	
Region 1	We are geographically challenged as there is no competition in the NW corner of the state. AST has provided very good service over the years.

Transportation Increase in Costs by Provider Town

Transportation Provider & Location	Daily Rate for Type I Vehicles					Daily Rate for Type II Vehicles				
	2015-16	2016-17	2017-18	2018-19	2019-20	2015-16	2016-17	2017-18	2018-19	2019-20
<u>ALL-STAR TRANSPORTATION</u>										
Ansonia	\$250.00	\$260.00	\$270.00			\$286.46	\$297.93	\$309.85		
Derby	\$282.00	\$297.00	\$312.00			same				
Newtown	\$340.00	\$357.00				\$322.00	\$335.00			
Region 1	\$297.50	\$304.50	\$311.50	\$318.50		\$257.58	\$259.59	\$261.68	\$263.84	
Region 12	\$294.00	\$302.50	\$311.50	\$322.00		\$282.00	\$294.00	\$302.50	\$311.50	\$322.00
RSD 10 (Burlington/Harwinton)	\$298.00	\$306.00				\$298.00	\$306.00			
Seymour	\$300.94	\$308.47	\$316.18			\$300.94	\$308.47	\$316.18		
Average Costs & Increases	\$294.63	\$305.07	\$304.24	\$320.25		\$291.16	\$300.17	\$297.55	\$287.67	\$322.00
<u>DATTCO</u>										
Cheshire	\$301.00	\$310.00	\$319.00	\$329.00		\$246.00	\$254.00	\$261.00	\$269.00	
Cromwell	\$289.43	\$296.67	\$304.09			\$222.92	\$228.49	\$234.20		
East Hampton	\$233.24	\$239.07				\$225.69	\$231.34			
RSD13 - Durham and Middlefield	\$239.18	\$243.97	\$248.85	\$253.82	n/a	\$227.75	\$232.30	\$236.95	\$241.69	n/a
Average Costs & Increases	\$265.71	\$272.43	\$290.65	\$291.41		\$230.59	\$236.53	\$244.05	\$255.35	
<u>DURHAM SCHOOL SERVICES</u>										
Milford	\$257.39	\$265.11				\$250.62	\$258.13			
Wallingford	\$257.52	\$263.96	\$270.56	\$277.32		\$238.51	\$244.47	\$250.58	\$256.84	
Waterbury	\$280.00	\$288.00	\$296.00	\$304.00	\$312.00	\$295.00	\$304.00	\$313.00	\$322.00	\$332.00
Average Costs & Increases	\$264.97	\$272.36	\$283.28	\$290.66	\$312.00	\$261.38	\$268.87	\$281.79	\$289.42	\$332.00
<u>FIRST STUDENT</u>										
Bethel	\$347.65	\$355.47				\$347.65	\$355.47			
Ellington	\$224.45	\$230.96				\$212.47	\$218.63	n/a		
Hampton	\$248.11	\$255.55	\$263.22	\$271.12						
Manchester	\$234.26	\$241.05				\$218.63	\$218.63			
New Fairfield	\$295.31	\$312.00	\$329.15	\$347.26		\$263.80	\$278.00	\$293.61	\$309.76	
Somers	\$234.26	\$241.05				\$212.47	\$218.63			
South Windsor	hourly	\$328.00	\$336.00	\$344.00	\$353.00	hourly	\$292.50	\$300.00	\$307.00	\$315.00
Stonington	\$256.18	\$263.87	\$271.78			\$256.18	\$263.87	\$271.78		
Tolland	\$297.32	\$305.50	\$313.90	\$322.53		\$297.32	\$305.50	\$313.90	\$322.53	
Average Costs & Increases	\$267.19	\$281.49	\$302.81	\$321.23	\$353.00	\$258.36	\$268.90	\$294.82	\$313.10	\$315.00
<u>M&J BUS, Inc.</u>										
Coventry	\$291.48	\$299.93	\$308.93	\$318.51		N/A	N/A	N/A	N/A	
Farmington	\$234.03	\$239.41	\$245.40	\$251.65		\$234.03	\$239.41	\$245.40	\$251.65	
Regional School District #18 Lyme-Old Ly	\$236.50	\$246.00	\$256.00	\$266.00	\$277.00	\$236.50	\$246.00	\$256.00	\$266.00	\$277.00
Salem	\$263.75	\$267.50	\$273.75	\$278.50		N/A	N/A	N/A	N/A	
Stafford	\$279.46	\$286.44	\$293.60			\$279.46	\$286.44	\$293.60		
Suffield	\$248.97	\$255.94	\$261.11			\$234.08	\$240.63	\$247.37		
Average Costs & Increases	\$259.03	\$265.87	\$273.13	\$278.67	\$277.00	\$246.02	\$253.12	\$260.59	\$258.83	\$277.00
<u>STA</u>										
Danbury	\$328.34	\$336.55				\$329.46	\$337.70			
Guilford	\$270.34	\$274.40	\$278.52	tbd	tbd	\$270.34	\$274.40	\$278.52	tbd	tbd
Waterford	\$227.91	\$234.75				\$227.91	\$234.75			
Average Costs & Increases	\$275.53	\$281.90	\$278.52			\$275.90	\$282.28	\$278.52		

Transportation Increase in Costs by Provider Town

Transportation Provider & Location	% Increase by Year Type I Vehicle				% Increase by Year Type II Vehicle			
	2016-17	2017-18	2018-19	2019-20	2016-17	2017-18	2018-19	2019-20
<u>ALL-STAR TRANSPORTATION</u>								
Ansonia	4.00%	3.85%			4.00%	4.00%		
Derby	5.32%	5.05%						
Newtown	5.00%				4.04%			
Region 1	2.35%	2.30%	2.25%		0.78%	0.81%	0.83%	
Region 12	2.89%	2.98%	3.37%		4.26%	2.89%	2.98%	3.37%
RSD 10 (Burlington/Harwinton)	2.68%				2.68%			
Seymour	2.50%	2.50%			2.50%	2.50%		
Average Costs & Increases	3.54%	3.33%	2.81%		3.04%	2.55%	1.90%	3.37%
<u>DATTCO</u>								
Cheshire	2.99%	2.90%	3.13%		3.25%	2.76%	3.07%	
Cromwell	2.50%	2.50%			2.50%	2.50%		
East Hampton	2.50%				2.50%			
RSD13 - Durham and Middlefield	2.00%	2.00%	2.00%		2.00%	2.00%	2.00%	
Average Costs & Increases	2.50%	2.47%	2.57%		2.56%	2.42%	2.53%	
<u>DURHAM SCHOOL SERVICES</u>								
Milford	3.00%				3.00%			
Wallingford	2.50%	2.50%	2.50%		2.50%	2.50%	2.50%	
Waterbury	2.86%	2.78%	2.70%	2.63%	3.05%	2.96%	2.88%	3.11%
Average Costs & Increases	2.79%	2.64%	2.60%	2.63%	2.85%	2.73%	2.69%	
<u>FIRST STUDENT</u>								
Bethel	2.25%				2.25%			
Ellington	2.90%				2.90%			
Hampton	3.00%	3.00%	3.00%					
Manchester	2.90%				0.00%			
New Fairfield	5.65%	5.50%	5.50%		5.38%	5.62%	5.50%	
Somers	2.90%				2.90%			
South Windsor		2.44%	2.38%	2.62%		2.56%	2.33%	2.61%
Stonington	3.00%	3.00%			3.00%	3.00%		
Tolland	2.75%	2.75%	2.75%		2.75%	2.75%	2.75%	
Average Costs & Increases	3.17%	3.34%	3.41%	2.62%	2.74%	3.48%	3.53%	2.61%
<u>M&J BUS, Inc.</u>								
Coventry	2.90%	3.00%	3.10%					
Farmington	2.30%	2.50%	2.55%		2.30%	2.50%	2.55%	
Regional School District #18 Lyme-Old Ly	4.02%	4.07%	3.91%	4.14%	4.02%	4.07%	3.91%	4.14%
Salem	1.42%	2.34%	1.74%					
Stafford	2.50%	2.50%			2.50%	2.50%		
Suffield	2.80%	2.02%			2.80%	2.80%		
Average Costs & Increases	2.66%	2.74%	2.82%	4.14%	2.90%	2.97%	3.23%	4.14%
<u>STA</u>								
Danbury	2.50%				2.50%			
Guilford	1.50%	1.50%			1.50%	1.50%		
Waterford	3.00%				3.00%			
Average Costs & Increases	2.33%	1.50%			2.33%	1.50%		

Transportation Increase in Costs by Provider Town

Transportation Provider & Location	Square Miles	Current Enrollment	# Type I Buses	# Type II Buses	Total Capacity	% Enrollment to Full Capacity	# Buses per sq. Miles
<u>ALL-STAR TRANSPORTATION</u>							
Ansonia	6.2	2,400	15	7	1,010	42%	3.55
Derby	5.4	1,400	9	3	564	40%	2.22
Newtown	59.1	4,554	30.5	12	1,976	43%	0.72
Region 1	268.4	1,400	26	6	1,536	110%	0.12
Region 12	82.3	728	10	12	930	128%	0.27
RSD 10 (Burlington/Harwinton)	61.52	2,400	26	2	1,396	58%	0.46
Seymour	15	2,202	15	5	940	43%	1.33
Average Costs & Increases	71	2,155	19	7	1,193	66.30%	1.24
<u>DATTCO</u>							
Cheshire	33.36	4,400	35	13	2,240	51%	1.44
Cromwell	13.5	1,982	13	4	803	41%	1.26
East Hampton	36.8	1,991	16	1	851	43%	0.46
RSD13 - Durham and Middlefield	37.1	1,700	21		1,071	63%	0.57
Average Costs & Increases	30.19	2,518	21	6	1,241	49.29%	0.93
<u>DURHAM SCHOOL SERVICES</u>							
Milford	26.14	6,125	56	13	3,311	54%	2.64
Wallingford	39.9	6,052	59	2	3,079	51%	1.53
Waterbury	28.96	18,752	125	65	8,650	46%	6.56
Average Costs & Increases	31.67	10,310	80	27	5,013	50.35%	3.58
<u>FIRST STUDENT</u>							
Bethel	16.9	2,958	21	5	1,246	42%	1.54
Ellington	34.6	2,637	33	5	1,858	70%	1.10
Hampton	25.5	100	3	0	153	153%	0.12
Manchester	27.7	6,202	29	26	2,389	39%	1.99
New Fairfield	25.1	2,497	5	20	955	38%	1.00
Somers	28.5	1,427	13	2	733	51%	0.53
South Windsor	28.7	4,109	33	12	2,103	51%	1.57
Stonington	50	2,151	25	4	1,415	66%	0.58
Tolland	40.3	2,598	25	6	1,485	57%	0.77
Average Costs & Increases	30.81	2,742	21	9	1,371	63.09%	1.02
<u>M&J BUS, Inc.</u>							
Coventry	38.4	1,625	19	0	969	60%	0.49
Farmington	28.8	4,141	38	6	2,148	52%	1.53
Regional School District #18 Lyme-Old Ly	63.3	1,239	16	4	956	77%	0.32
Salem	29.8	373	9	0	459	123%	0.30
Stafford	58.8	1,544	0	33	1,155	75%	0.56
Suffield	42.93	2,370	19	1	1,004	42%	0.47
Average Costs & Increases	43.67	1,882	17	7	1,115	71.48%	0.61
<u>STA</u>							
Danbury	44.3	11,000	79	35	5,254	48%	2.57
Guilford	49.7	3,393	30	5	1,705	50%	0.70
Waterford	44.56	2,600	26	11	1,711	66%	0.83
Average Costs & Increases	46.19	5,664	45	17	2,890	54.61%	1.37

Transportation Costs and Increases Within Newtown DRG

Transportation % Increase DRG & Contiguous	Daily Rate for Type I Vehicles				Daily Rate for Type II Vehicles				% Increase by Year Type I Vehicle				% Increase by Year Type II Vehicle				Bus Company		
	2015-16	2016-17	2017-18	2018-19	2019-20	2015-16	2016-17	2017-18	2018-19	2019-20	2016-17	2017-18	2018-19	2019-20	2016-17	2017-18		2018-19	2019-20
ALL-STAR TRANSPORTATION																			
Cheshire	\$301.00	\$310.00	\$319.00	\$329.00	\$329.00	\$246.00	\$254.00	\$261.00	\$269.00	\$269.00	2.99%	2.90%	3.13%	3.07%	3.25%	2.76%	3.07%	3.07%	DATTCO
New Fairfield	\$295.31	\$312.00	\$329.15	\$347.26	\$347.26	\$263.80	\$278.00	\$293.61	\$309.76	\$309.76	5.65%	5.50%	5.50%	5.50%	5.38%	5.62%	5.50%	5.50%	FIRST STUDENT
South Windsor	hourly	\$328.00	\$336.00	\$344.00	\$353.00	hourly	\$292.50	\$300.00	\$307.00	\$315.00	2.44%	2.44%	2.38%	2.62%	2.56%	2.56%	2.33%	2.61%	FIRST STUDENT
Farmington	\$234.03	\$239.41	\$245.40	\$251.65	\$251.65	\$234.03	\$239.41	\$245.40	\$251.65	\$251.65	2.30%	2.50%	2.55%	2.55%	2.30%	2.50%	2.55%	2.55%	M&J
Guilford	\$270.34	\$274.40	\$278.52	tbd	tbd	\$270.34	\$274.40	\$278.52	tbd	tbd	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	STA
Danbury	\$328.34	\$336.55	\$346.54	tbd	tbd	\$329.46	\$337.70	\$347.79	tbd	tbd	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	STA
Bethel	\$347.65	\$355.47	\$355.47	\$355.47	\$355.47	\$347.65	\$355.47	\$355.47	\$355.47	\$355.47	2.25%	2.25%	2.25%	2.25%	2.25%	2.25%	2.25%	2.25%	FIRST STUDENT
Average Rate	\$296.11	\$307.98	\$315.73	\$317.98	\$353.00	\$281.88	\$290.21	\$297.40	\$284.35	\$315.00	2.87%	2.97%	3.39%	2.62%	2.86%	2.99%	3.36%	2.61%	

Newtown	\$340.00	\$357.00	\$357.00	\$357.00	\$353.00	\$322.00	\$335.00	\$335.00	\$335.00	\$335.00	5.00%	4.04%	AST							
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Transportation % Increase in Surrounding Towns	Daily Rate for Type I Vehicles				Daily Rate for Type II Vehicles				% Increase by Year Type I Vehicle				% Increase by Year Type II Vehicle				Bus Company		
	2015-16	2016-17	2017-18	2018-19	2019-20	2015-16	2016-17	2017-18	2018-19	2019-20	2016-17	2017-18	2018-19	2019-20	2016-17	2017-18		2018-19	2019-20
ALL-STAR TRANSPORTATION																			
New Fairfield	\$295.31	\$312.00	\$329.15	\$347.26		\$263.80	\$278.00	\$293.61	\$309.76		5.65%	5.50%	5.50%	5.50%	5.38%	5.62%	5.50%	5.50%	FIRST STUDENT
Danbury	\$328.34	\$336.55				\$329.46	\$337.70				2.50%				2.50%				STA
Bethel	\$347.65	\$355.47				\$347.65	\$355.47				2.25%				2.25%				FIRST STUDENT
Average Increase	\$327.83	\$340.26	\$329.15	\$347.26		\$315.73	\$326.54	\$293.61	\$309.76	#DIV/0!	3.85%	5.50%	5.50%	5.50%	3.54%	5.62%	5.50%	5.50%	

NEWTOWN	\$340.00	\$357.00				\$322.00	\$335.00				5.00%				4.04%				AST
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All-Star Transportation/Newtown Public Schools Transportation Information

The primary objective of the school bus transportation system is to provide safe bus transportation for the students of the Newtown. Courtesy and good manners are essential in achieving this objective. Full cooperation in adhering to the following rules and regulations is necessary. Please review the following rules and regulations with your children before the first day of school.

1. The driver of the bus is in full charge of the bus and all students riding therein. This includes assigning seats. This should not be considered punitive, simply an effort to insure student comfort and safety.
2. Students must take a seat when they enter the bus and remain seated until their designated stop. They should get on and off the bus only when it is fully stopped, and the driver has acknowledged them.
3. Reasonable conversation is permitted. No disruptive behavior, bullying, indecent or profane language, shall be permitted on the bus.
4. Conversation with the driver is prohibited while the vehicle is moving.
5. The use of tobacco, alcohol or drugs on the bus is prohibited.
6. Students must not throw paper, hats, snowballs, or other objects in, at or about the bus.
7. Bus windows shall not be opened without permission from the driver.
8. Students shall assist in keeping the bus clean and orderly and shall refrain from damaging or abusing the bus, its cushions, padding or other equipment.
9. Students who damage or deface any bus or any equipment on any bus shall be liable for such damage. If a student is found to have damaged the bus, full restitution for the repair will be expected.
10. The emergency door is to be kept free and available at all times.
11. Upon entering or leaving the bus, students shall avoid crowding or in any way disturbing others.
12. Students will not be allowed to cross the street, on a double yellow lined road, after exiting from the bus. For the student's safety, no student shall climb over or around the forward safety arm.
13. In the event a student drops personal items, step away from the bus, make eye contact with the driver and wait for directions on how to reclaim items. **DO NOT** attempt to get them on their own!
14. For the safety of all students, **no eating is allowed while on the bus.** The advent of food allergies requires this action to prevent possible adverse reactions.

PENALTIES FOR VIOLATION: Any student who violates any of these regulations may be prohibited from riding the bus either temporarily or permanently by the school principal and may be suspended from school or subjected to such other disciplinary action as deemed proper by the administration. To ensure proper discipline on the buses, all buses are now equipped with Video and Audio cameras.

All-Star Transportation/Newtown Public Schools Transportation Information

SAFETY NOTES FOR PARENTS:

1. Parents are not allowed to board school buses, without prior approval from All-Star Transportation.
2. If your child misses the bus, drive him/her to school. Do not follow the bus and have your child run alongside the bus to board it. This is extremely dangerous and is ***prohibited***.
3. When buses are parked with their lights activated, and they are loading or unloading students, it is illegal for an automobile or any other vehicle to pass through their lights. ***This includes busses parked and loading or unloading both on the road, any public or private parking lot, and in the school yard.*** Any vehicles observed passing through the flashing lights of any bus will be reported directly to the Newtown Police Department, Connecticut Department of Motor Vehicles, Newtown Board of Education and will be subject to a \$450.00 fine, under Connecticut State Law, Title 14, and Section 279. Buses will be sporadically fitted with cameras that will take pictures of violators.
4. The bus driver needs to focus on driving the bus and providing safe transport. If you have any concerns regarding the operation of your child's school bus, please contact All-Star at 203-304-9778.

THE STOPS LISTED ON THIS WEB SITE, WILL INDICATE THE BUS NUMBER AND NEAREST STOP TO YOUR HOME ADDRESS. PLEASE BE SURE TO CHECK BOTH THE A.M. AND P.M. ROUTES FOR YOUR STUDENT AS THE BUS NUMBER MAY NOT BE THE SAME FOR A.M. and P.M. ROUTES.

§ 10-221c. Development of policy for reporting complaints re school transportation safety. Reporting of accidents at school bus stops.

(a) The superintendent of schools of each local or regional school district and the supervisory agent of each nonpublic school shall develop and implement a policy for the reporting of all complaints relative to school transportation safety, and shall cause to be maintained a written record of all such complaints received. Each such superintendent of schools and each such supervisory agent shall, annually, within thirty days after the end of the school year, provide the Commissioner of Motor Vehicles with a copy of the written record of complaints received for the previous twelve-month period.

(b) The superintendent of schools of each local or regional school district and the supervisory agent of each nonpublic school shall make a written report of the circumstances of any accident within his jurisdiction and knowledge, involving a motor vehicle and any pedestrian who is a student, which occurs at a designated school bus stop or in the immediate vicinity thereof, to the Commissioner of Motor Vehicles within ten days thereafter on a form prescribed by the commissioner.

SAMPLE SCHOOL DISTRICT
ANNUAL SUBMISSION
SECTION 10-221C
SCHOOL TRANSPORTATION SAFETY COMPLAINTS
SCHOOL YEAR 201x-201x

<u>Complaint Codes:</u>		<u>Code</u>		
Bus Operations		1		
Late buses		2		
Bus breakdowns		3		
Bus accidents		4		
Passing stopped bus		5		
Fighting; bullying; disruptive student behavior		6		
Stop locations		7		
Other		8		
<u>DATE</u>	<u>COMPLAINT SOURCE</u>	<u>COMPLAINT CODE</u>	<u>DESCRIPTION</u>	<u>ACTIONS/RESULTS</u>
8/29/201x	driver	3	bus 154 was overheating	replaced bus
9/4/201x	parent	1	driver of 221 didn't pick up student	sent another driver to pick up child
9/5/201x	driver	1	bus 169 student got on the wrong bus	took the child in to toquam
10/4/201x	HS	2	bus 153 was lost and got to school late	N/A
10/10/201x	driver	3	bus 116 brokedown	replaced the bus
10/14/201x	parent	8	lost kindergartner	parent missed the kid at the bus stop
10/27/201x	parent	6	child was hit in the head with bottle	addressed by Principal
11/12/201x	driver	6	Bus #178 child slapped a student in the face	BOE, and School was called



Request for Amendment to 2015-16 CSDE-Approved Educator Evaluation and Support Plan

The Talent Office's Bureau of Educator Effectiveness and Professional Learning at the CT State Department of Education (CSDE) is committed to supporting each local educational agency (LEA) in the refinement and continuous improvement of its CSDE-approved Educator Evaluation and Support Plan. As outlined in Section 1.3: Evaluation Approval Process of the *Connecticut Guidelines for Educator Evaluation*, educator evaluation and support plans or revisions to such plans must be approved by the CSDE prior to implementation. If an LEA needs to make revisions to their plan after it has been approved by the CSDE, they must submit a request for amendment to the CSDE for review and approval.

To request an amendment, please complete the form below and submit it, along with a copy of your plan with all changes highlighted to the CSDE consultant assigned to your region: Sharon Fuller- sharon.fuller@ct.gov – (LEARN, CES, EDUCATION CONNECTION) or Kimberly Audet- kimberly.audet@ct.gov – (ACES, EASTCONN, CREC)

LEA:	Date:	Phone:
Superintendent/Director:	Email:	
<i>Please provide a brief explanation for your request to amend your 2015-16 CSDE-approved LEA Educator Evaluation and Support Plan:</i>		

Note: Section 10-151b of the state general statutes requires the: Involvement of the Professional Development and Evaluation Committee in the development and updating of LEA Educator Evaluation and Support Plans; and CSDE approval of LEA Educator Evaluation and Support Plans. As such, I confirm (acknowledge) the following:

As such, I confirm (acknowledge) the following:

MUTUAL AGREEMENT HAS BEEN REACHED

I have read the above notice regarding 10-151b and acknowledge that the local or regional board of education and the Professional Development and Evaluation Committee **reached mutual agreement** on the amended 2015-16 Educator Evaluation and Support Plan. Upon receiving CSDE approval, the amended plan will be adopted by the local or regional board of education prior to implementation.

MUTUAL AGREEMENT HAS NOT REACHED; LOCAL OR REGIONAL BOE DECISION (the sequence below must be followed)**

I have read the above notice regarding 10-151b and acknowledge that **mutual agreement was not reached** between the Professional Development and Evaluation Committee and the local or regional board of education, and the local or regional board of education made the final decision based on the sequence outlined below. Upon receiving CSDE approval, the amended plan will be adopted by the local or regional board of education prior to implementation.

Superintendent's signature:

Date:

Connecticut General Statute 10-151b:

*** "If a local or regional board of education is unable to develop a teacher evaluation and support program through mutual agreement with such professional development and evaluation committee, then such board of education and such professional development and evaluation committee shall consider the model teacher evaluation and support program adopted by the State Board of Education, pursuant to subsection (c) of this section, and such board of education may adopt, through mutual agreement with such professional development and evaluation committee, such model teacher evaluation and support program. If a local or regional board of education and the professional development and evaluation committee are unable to mutually agree on the adoption of such model teacher evaluation and support program, then such board of education shall adopt and implement a teacher evaluation and support program developed by such board of education, provided such teacher evaluation and support program is consistent with the guidelines adopted by the State Board of Education, pursuant to subsection (c) of this section. Each local and regional board of education may commence implementation of the teacher evaluation and support program adopted pursuant to this subsection in accordance with a teacher evaluation and support program implementation plan adopted pursuant to subsection (d) of this section (section 10-151b).*

**NEWTOWN PUBLIC SCHOOLS
BUSINESS OFFICE**

MEMORANDUM

DATE: June 17, 2016
TO: BOE CIP/Facilities/Finance Sub Committee
FROM: Ron Bienkowski, Director of Business
SUBJECT: Copier Contract

By newspaper advertisements on April 29, we solicited proposals for an appropriate fleet of digital copy machines for the district. Three companies responded and asked for the RFP specifications. Two proposals were received for consideration on May 16, the due date.

After review of the proposals received from Canon and Connecticut Business Systems (CBS), it appears an award to Canon our current provider, is in order and recommended for Finance Sub Committee endorsement to the full Board for approval.

**NEWTOWN PUBLIC SCHOOLS
BUSINESS OFFICE**

MEMORANDUM

DATE: June 17, 2016
TO: CIP/Facilities/Finance Sub Committee
FROM: Ron Bienkowski, Director of Business
SUBJECT: Copier RFP Bid Recommendation

The district has operated over the years with a fleet of heavy duty Multi-Function Print (MFP) devices to address the copying needs of each of our schools and the Central Office. Specifications were developed to take into account current and projected needs. This contract needs to be flexible and accountable to work in harmony with Managed Print Service (MPS) which was recently implemented on a pilot basis. Both programs should work in tandem with the goal of reducing cost.

Since the last contract the number of individual printers throughout the district has increased to over 250. These printers are costly to operate in terms of toner cartridges and energy consumption. The strategy is now to reduce the number of these printers and redirect these copies to the MFP which have a much lower cost per copy.

The cost of this contract for the same number of machines, has consistently declined over the years. The term from 2004-2008 was at an annual cost of \$245,603, the term from 2008-2012 was \$211,115 and the most recent term from 2012-2016 was \$203,860.

The two bids that were received are both lower in price than our current contract. The Canon Bid is \$184,368 for each of the next four years while the CBS bid is \$171,312 per year, for the same term.

The District's RFP set the evaluation criteria as follows:

Proposed Solution	10%
Service/Maintenance	20%
Pricing	50%
Vendor Experience	20%

included with a detailed set of specifications.

To address the comparison the attached matrix was developed to facilitate the evaluation. While this is not a complete list, it is sufficient to make the determination that one bid is not compliant in respect to the districts specifications.

Considering the pricing aspect, the Canon proposal is an 'all-in' unlimited pricing response. No limit on the eventual number of copies and no limit or charge for color copies. The latter of which there has been increasing demand.

Based on this review and evaluation I recommend that Canon be awarded the contract for Digital Copiers for our schools. This contract will represent an annual savings of \$24,292 over current budget.

The distribution of machines is as follows:

<u>School</u>	<u># of Copiers</u>
HAW	2
SHS	3
MGS	2
HOM	2
RIS	5
NMS	6
NHS	16
CO	5
Total	41

	CANON Comments	CBS/XEROX Comments
Proposed Solution 10%	10%	5%
Buyers Laboratory "Pick of the Year" Designations (best product in the industry)	Full compliance, "Pick of the Year" as well as "Line of the Year"	None that matched models marketed, not in compliance
Unlimited print/copy usage	Full compliance, all print/copies (black & color) are included. Significant savings to be realized with color inclusive and managed printer services migration. No additional costs.	Response states 1.4M impressions, however nothing specifying unlimited usage or an overage charge. Potentially significant additional unbudgeted costs as MPS migration continues.
Type of Lease Arrangement	Municipal agreement with clear denotation of non appropriations clause and property tax exemption. In addition, as equipment is a \$1 out agreement, we own assets and can use for trade in value at end of term continue for the cost of service only. In addition, there is no cost to return assets at end term as in FMV.	Fair Market Value agreement with a non-appropriations addendum. No mention of property tax exemption. Expense to de-install and return assets at end of lease term required. No maintenance agreement included.
Hardware	Yes, full compliance	Very confusing, not sure what they are recommending as there are conflicts within response. I assumed most of the models, however 11 of the models have no machine recommendation.
Hardware Configurations	Yes, full compliance	Not clear if everything we desire has been included, for example card readers, PS & 11x17 copying/printing.
Hardware Specifications	Full compliance, see spec sheets	Not in compliance, see spec sheets
Mono Component Toner (toner & developer together)	Yes, full compliance	No, dual components – 2 separate, affects copy quality
11 x 17 Feeding & Copying Capabilities Single Platform for Hardware/Software	Yes Yes	Only floor models have this capability Referenced machines that are not

EVALUATIONS OF COPIER RFP PROPOSALS

	CANON Comments	CBS/XEROX Comments
Service/Maintenance 20%	20%	10%
One platform for software capabilities (modules to expand service)	Yes, full compliance. Uniflow is scalable	No, paper cut not in compliance
Drum Yield 5,000,000	Yes, on larger machines	No, highest machine limit in 450,000-smart kits required
Document feeder capacity 300	Yes, 300	No, highest capacity is 200
Scan speed required 240	Yes, up to 240	No up to 200
Software Maintenance & Support	Included for full term, full compliance	No mention, not in compliance
Software includes everything requested including scalability, one platform, universal driver, mobile printing and enhanced security	Yes, full compliance, 'Uniflow'	No, many desired capabilities have not been included due to 3 rd party software's limitations. While the industry has many packages that would satisfy our RFP, CBS elected not to offer them. 'Paper Cut'
Scan to myself Scan to Word	Yes, full compliance Yes	No, not in compliance Only with additional software
End User Ease of Use	Yes, currently have previous generation of hardware, new gear utilizes virtually the same exact user interface on all models. End user is responsible for paper and staples replenishment only	CBS utilizes Xerox Smart Kit Replacement Units, which end user is responsible for. In addition, there are fuser models and paper feed rolls all with different yields of which none satisfy yields requested.

EVALUATIONS OF COPIER RFP PROPOSALS

	CANON Comments	CBS/XEROX Comments
Pricing 50%	48%	48%
Quarterly payments	\$46,092 x 4 = \$184,368	\$42,828 x 4 = \$171,312
1.4M Copies Per Month	Unlimited no charge	Limited, unknown as to charge
Color Copies	Unlimited no charge	Limited, unknown as to charge (Pent up demand for color at current cost .05 additional cost could be up to \$15,000 per year or \$186,312 annually)
Current Cost Overage	\$6,000 goes away in new contract	N/A
Vendor Experience (20%)	20%	16%
Office Location	3 CT office locations	3 CT office locations
Implementation Plan	Included	Included
Clients	Many clients listed	Good list of clients
References	Very good Single source solutions provider	Good
Total Rank	98%	79%

Newtown Public Schools

Non-Resident Tuition Rate

2016-2017

	Calculated 2009-10	Calculated 2010-11	Calculated 2011-12	Calculated 2012-13	Calculated 2013-14	Calculated 2014-15	Calculated 2015-16	Recommended 2016-17
Board of Education Approved Operating Budget	\$66,314,928	\$67,194,734	\$67,971,427	\$68,355,794	\$71,045,304	\$71,345,305	\$71,587,946	\$73,665,065
Board of Education Approved Debt Service*	\$7,320,164	\$12,653,201	\$5,718,157	\$5,313,418	\$5,203,835	\$5,448,870	\$5,136,338	\$3,990,255
Capital & Non-Recurring Fund			\$200,000					
Total Approved Operations & Debt Service	\$73,635,092	\$79,847,935	\$73,689,584	\$73,869,212	\$76,249,139	\$76,794,175	\$76,724,284	\$77,655,320
Projected Enrollment for School Year	5,585	5,390	5,351	5,200	4,961	4,786	4,543	4,404
Tuition Charge = Operations & Debt divided by Enrollment	\$13,184	\$14,814	\$13,771	\$14,206	\$15,370	\$16,046	\$16,888	\$17,633
Approved Tuition Rate (Rounded)								
Approved Tuition Rate (Rounded)								
Calculated Tuition Rate (Rounded)	\$13,200	\$14,800	\$13,800	\$14,200	\$15,400	\$16,000	\$16,900	\$17,600
Recommended Tuition Rate (Rounded)								\$17,600

Tuition Income Received	\$14,400	\$12,800	\$8,000	\$9,110	\$16,439	\$44,000	\$26,471	
Tuition Income Estimated							\$629	\$30,800
Non-Employee Receipts	\$1,777	\$0	\$0	\$0	\$0	\$16,000	\$0	\$0

Employee Rate @ 25% \$4,000 \$4,225

*From End of Year ED001 Report, 2013-14, 2014-15, 2015-16 and 2016-17 from the Town Finance Office. Variance from original 2008-09 debt service used due to final End of Year School report.

Connecticut State Department of Education
Addendum to Agreement for Child Nutrition Programs (ED-099)
Healthy Food Certification Statement

Section 1 – Background

Section 10-215e of the Connecticut General Statutes (C.G.S.) directs the Connecticut State Department of Education (CSDE) to develop and publish nutrition standards (hereinafter, Connecticut Nutrition Standards (CNS)) for food items offered for sale to students at school separately from reimbursable meals sold as part of the National School Lunch Program (NSLP) and School Breakfast Program (SBP). Section 10-215f of the C.G.S. requires that each participant in the NSLP, including each local and regional board of education, the Connecticut Technical High School System and the governing authority for each state charter school, interdistrict magnet school and endowed academy, must certify each year in its annual application to the CSDE whether all food items made available for sale to students will meet the CNS. Section 10-215b of the C.G.S. further provides additional funding to NSLP participants who annually certify compliance with the CNS.

Section 2 – Certification Statement

► ***Must be completed by all Connecticut public school districts that participate in the NSLP.***

On behalf of the _____ and
(Name of the Board of Education or Governing Authority)

pursuant to Section 10-215f of the Connecticut General Statutes, I hereby certify that all food items offered for sale to students in the schools under our jurisdiction, and not exempted from the CNS published by the Connecticut State Department of Education, *(select appropriate box)*

will *(must complete Sections 3 and 4 on page 2)*

will not *(sign below and return form)*

comply with the CNS during the period of **July 1, 2016 through June 30, 2017**. Such certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to, school stores, vending machines, school cafeterias, and any fundraising activities on school premises, whether or not school sponsored.

**Local or Regional Board of Education or
Governing Authority**

Signature: _____
(Signature of the Authorized Representative) *(Printed Name of the Authorized Representative)*

Title (Superintendent of Schools, President or Chairperson of the Board)

Date of Authorization

Section 3 – Exemption Statement

► *To be completed only by districts/schools choosing the healthy food option, i.e., those districts/schools that checked “will” in Section 2.*

Pursuant to Section 10-215f of the Connecticut General Statutes, I hereby acknowledge that the board of education or governing authority, (*select appropriate box*)

- will exclude from certification food items that do not meet the CNS, provided that (1) such food is sold in connection with an event occurring after the end of the regular school day or on the weekend, (2) such sale is at the location of the event, and (3) such food is not sold from a vending machine or school store.
- will not exclude from certification food items that do not meet the CNS.

Section 4 – Amendment to Agreement for Child Nutrition Programs (ED-099)

► *To be completed only by districts/schools choosing the healthy food option, i.e., those districts/schools that checked “will” in Section 2.*

Pursuant to Section 10-215f of the Connecticut General Statutes, the Agreement for Child Nutrition Programs (ED-099) with

(Name of the Board of Education or Governing Authority)

is hereby amended to include the above certification statement of compliance with the CNS and application for funding related to those standards. This addendum covers the period from **July 1, 2016 through June 30, 2017.**

**Local or Regional Board of Education or
Governing Authority**

Signature: _____
(Signature of the Authorized Representative) *(Printed Name of the Authorized Representative)*

_____ _____
Title (Superintendent of Schools, President or Chairperson of the Board) *Date of Authorization*

FOR STATE USE ONLY • DO NOT SIGN BELOW THIS LINE

Connecticut State Department of Education

Signature: _____ Kathy Demsey _____
(Signature of State Agency Representative) *(Printed Name of State Agency Representative)*

Chief Financial Officer _____
Title *Date*

The Connecticut State Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Connecticut State Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Connecticut State Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction. Inquiries regarding the Department of Education's nondiscrimination policies should be directed to: Levy Gillespie, Equal Employment Opportunity Director/Americans with Disabilities Act Coordinator, Connecticut State Department of Education, 25 Industrial Park Road, Middletown, CT 06457, 860-807-2071, Levy.Gillespie@ct.gov.

**Board of Education
Newtown, Connecticut**

Minutes of the Board of Education meeting on June 7, 2016 at 6:30 p.m. in the Reed Intermediate School library.

K. Alexander, Chair	J. Erardi
M. Ku, Vice Chair	J. Davila
D. Leidlein, Secretary	R. Bienkowski
K. Hamilton (absent)	22 Staff
J. Vouros	70 Public
R. Harriman-Stites	2 Press
A. Clure	

Mr. Alexander called the meeting to order at 6:35 p.m.

MOTION: Mrs. Ku moved that the Board of Education go into executive session to discuss non-union wages for 2016-2017 and invited Dr. Erardi, Ron Bienkowski, Jean Evans Davila, David Abbey and Suzanne D'Eramo. Mr. Vouros seconded. Motion passes unanimously.

Item 1 – Executive Session

Executive session ended 6:55 p.m.

Item 2 – Pledge of Allegiance

Item 3 – Celebration of Excellence

Dr. Erardi recognized Kayla Disibio and Rilind Abazi, the student representatives on the Board this year. Mr. Alexander thanked them for bringing important topics to the Board.

Dr. Erardi spoke about the extraordinary top 5% of the graduating class being honored by the Board. Dr. Rodrigue said these students represent the highest level of scholarship, leadership and community service. Mr. Alexander expressed pride in their accomplishments.

The Board recognized the following teachers who were retiring: Barbara Beckerle, Judy Blanchard, Lynette Daria, Maura Drabik, Al Finelli, Carolyn Monahan, Judy Qualey, Donald Ramsey, James Roodhuyzen, Karen Sherman, Janet Vollmer and Kim Wallace.

A reception followed.

Item 4 – Consent Agenda

MOTION: Mrs. Ku moved that the Board of Education approve the consent agenda which includes the donation to Hawley School, the resignations of Richard Giacin, David DeFeo, Lesli Allen and Melissa Thorpe and the child-rearing leave of absence for Claire DeSisto. There was no correspondence report. Mrs. Harriman-Stites seconded. Motion passes unanimously.

Item 6 - Public Participation

Item 7 – Reports

Chair Report:

Mr. Alexander said the Board received thank you notes for attending the Kindergarten Spanish performance. There will be work on the administrator's contract this summer with volunteers Michelle Ku, Debbie Leidlein and John Vouros. Kathy Davey was announced teacher of the year.

Mrs. Ku noted that a Board member has been absent for the last four meetings and asked if we will have a full board in the future because we run the risk of not having a quorum at times. Our strength is having seven perspectives. Is there a practice or policy in dealing with absences?

Mr. Alexander said that in the past members out for a time will discuss it with the chair. We hope members will attend as many meetings as possible. We can have a discussion on attendance at another meeting.

Mrs. Ku requested a discussion on how to deal with attendance on the board.

Mrs. Harriman-Stites asked the chair to discuss attendance with the member who has not been in attendance. We have important votes to take and hoped the chair will have that conversation.

Mr. Vouros agrees and we need to have all members attend meetings.

Superintendent's Report:

Dr. Erardi said the paraeducator association announced the formation of the Anne Marie Murphy SMART Camp Scholarship for students in our district. This will be an annual \$200 scholarship.

The long term plan committee will present to the Board at the August 16 meeting. Mrs. Davila said this committee reviewed the current strategic plan looking at student learning. They have prepared a document that reflects where Newtown is now and will be moving forward.

Dr. Erardi thanked Andy Clure for his work on the library strategic plan committee.

Dr. Erardi will meet with the candidates for the Athletic Director position Wednesday.

The administrator's book read is *The Fog of Reform* by George Goens.

Student Reports:

Kayla thanked everyone for this opportunity and congratulated Rilind on becoming a citizen.

May 24 was Italian and French immersion day at Tarrywile Mansion. She introduced Simran Chand who will be a student representative on the Board next year.

Rilind introduced Dylan Lew who is co-vice president of the class of 2017 with Simran. All students are taking finals this week. The Unified Theater production was last weekend. He thanked the Board, school, administration and community of Newtown for this great opportunity to serve on the board and to address issues that students have.

Mr. Alexander thanked them for their community service and being involved with the board.

Dr. Erardi said they represent everything that is right.

Committee Reports:

Mr. Vouros said the Curriculum & Instruction Committee had an update on the elementary foreign language coursework being done. Dr. Rodrigue spoke about the freshman partnership for advanced learning, and Dr. Earle spoke about project challenge. They are interviewing for Kate Magness's position as she is on leave.

Mrs. Ku said that CAGE encourages boards of education to submit resolutions to them for the fall delegate assembly. These include beliefs which provide viewpoints on education issues and have to come from the boards as a whole.

The policy committee is still reviewing the 3000 series. A batch will come forward at the next meeting.

Item 8 – Old Business

MOTION: Mr. Vouros moved that the Board of Education approve the Graphics Technology I & II Curriculum. Mrs. Harriman-Stites seconded. Motion passes unanimously.

Future Forecast Committee Conversation:

Mrs. Harriman-Stites said we have three options we are reviewing. There is a discussion around not closing a school. In July we will present the top recommendations with an outline of those ideas. The option of closing a school is being discussed with using a space in it or sharing a school with a community organization to utilize available space.

Mrs. Ku said they are looking for costs in general for the options.

Mrs. Harriman-Stites said we will not have numbers by July.

Mr. Vouros said this isn't something the Board will decide in July.

Mrs. Harriman-Stites said we have been collecting a lot of information. The next step will be for the Board to ask questions. The conversation will extend well into September. We put out a survey and will look for feedback from the community including the senior living communities, rotary and lions.

Mr. Alexander is looking for possibilities from the committee. Detailed costs wouldn't make sense now.

Mr. Clure asked why there would be recommendations that would cost us more now.

Mrs. Harriman-Stites said that in sharing space there would be a cost to do the work needed initially. New programs may need upfront costs to bring money into the district.

2016-2017 Budget:

Dr. Erardi distributed a revised budget reductions document. If we should get additional savings anywhere we would come back to the Board.

Mrs. Harriman-Stites asked about the change regarding the substance abuse counselor.

Dr. Erardi said we brought back this position regarding the conversation about opioids, pills and heroine and want to be more proactive in having this service. The students seem comfortable seeing her.

Mrs. Harriman-Stites asked about adding a social worker.

Dr. Erardi said the high school is complex with students who continue to move forward from experiences from three or four years ago. From caseloads we have we need to keep what we have in place this year.

Mr. Clure feels we should not cut anything in the elementary schools. It is not the schools responsibility to help a few students. That position should be cut to half-time.

Dr. Erardi disagreed because we are responsible for the students in need of support. School districts take care of their students. The difference with the elementary recommendations is that we have three sources that office services with no expense to the Board. Aspiring Administrators will offer their expertise because they need to assist in leadership activities for 150 hours. We also have a partnership with the SPARK Program. Lastly is the work we've done with partnerships such as the afterschool chess program.

Mrs. Harriman-Stites also disagreed. Mental health is important and she would hate to have anyone think we would not help with mental health needs. She is concerned that mental health support is not enough especially for the fifth grade at Reed next year. She would support adding more mental health support. She is also concerned about cuts to academic resource center starting in January and losing money for tutors.

Dr. Erardi said that with tutoring we want to recapture those services by using our own staff. With the January start for the academic resource center we would ask our Aspiring Administrators to help support the at-risk students prior to January.

Mrs. Harriman-Stites asked about funding that has enabled us to not have to make any additional cuts.

Dr. Erardi said we have had two large line items with one as the overage in proposed spending for special education and second that we had more retirees than planned. Those two almost balance each other. We marginalized our health costs and academic support but we have hot spots such as class size. We are fortunate that the Sandy Hook Foundation is helping with costs for the efficiencies in Sandy Hook School.

Mr. Clure said he is not against mental health support. Sports are not evenly distributed. Maybe the link crew can be reduced by half. He is looking for \$11,000 because he is not supporting elementary cuts.

Mr. Vouros asked if money was found, where it would go.

Dr. Erardi said we would come back to the Board with reductions and re-shuffle dollars appropriately. Regarding athletics, he is reluctant to do anything with them until we have our new director.

Mr. Clure asked if it was possible to revisit pay for play fees and how they are applied to different sports.

Dr. Erardi said that would be an expectation for the new person.

MOTION: Mrs. Ku moved that the Board of Education accept the adjustments for the 2016-2017 operating plan. Mr. Vouros seconded.

Vote: 4 ayes 1 nay (Clure) Motion passes.

Superintendent's 2015-2016 Goals:

Dr. Erardi said these are the Board's initiatives. We said what we were going to do, did it well and kept children in sight.

Item 9 – New Business

Newtown High School HQ Super School Project:

Dr. Rodrigue spoke about this project which was brought to her attention by Carol Skolas. This is a grant funded by Laurene Jobs, wife of Steve Jobs, to rethink the American high school regarding new approaches to education. Mrs. Jobs wants to find five of the most creative thinking high schools to qualify at the end. Our project is titled Newtown High School of Inquiry and Innovative Design. In August we will hear if we are one of the five teams receiving the grants.

Mr. Vouros said the goal of this project is to use the five schools as models. He is very proud of their work.

MOTION: Mrs. Ku moved that the Board of Education approve the continuation of the school activities fund accounts. Mr. Vouros seconded.

Mr. Bienkowski said this is an annual requirement by Board policy.

Motion passes unanimously.

MOTION: Mrs. Ku moved that the Board of Education approve the minutes of May 17, 2016.

Mrs. Harriman-Stites seconded. Motion passes unanimously.

Item 10 – Public Participation

Trent Harrison, 16 Turkey Hill Road, thanked the students for taping the meeting and Janice Gabriel for setting up sound system. It was great seeing the retirees.

MOTION: Mrs. Ku moved to go into executive session to discuss the superintendent's evaluation and invited Dr. Erardi. Mrs. Harriman-Stites seconded. Motion passes unanimously.

Item 11 – Executive Session

Executive session began at 9:45 p.m. and ended at 10:40 p.m.

MOTION: Mr. Clure moved to adjourn. Mrs. Harriman-Stites seconded. Motion passes unanimously.

Item 12 – Adjournment

The meeting adjourned at 10:45 p.m.

Respectfully submitted:

Keith Alexander
Chair

NONRESIDENT OR TUITION STUDENTS

Request for admission to enroll as a tuition student, or for tuition waiver when residency of the student, parents, or guardians is not in Newtown, may be granted upon application to the Board of Education. The enrollment of such student may be subject to the payment of tuition as determined annually by the Board of Education, ordinarily at the July or August business meeting.

Tuition Exceptions

- a. For a family who will become residents of Newtown and are in transition, the tuition may be waived by the Superintendent for the first month of school attendance.
- b. For a family who has a bonafide construction contract for a new home in Newtown, the Superintendent may grant an initial tuition waiver for 60 calendar days and can extend this waiver, not to exceed an additional 60 calendar days.
- c. For a family who has children attending Newtown schools and then establishes residency in another community, the Superintendent shall establish a pro rata tuition rate to be payable from the date of the new community residency to the date when the children are withdrawn or transferred to the new community
- d. For a family who moves from Newtown after May 1, the Superintendent will grant a tuition waiver for May and June.
- e. For a family who moves from Newtown prior to January 1 of their child's senior year, the Superintendent will establish a pro-rata tuition rate for the remainder of the school year. For a family who moves from Newtown after January 1 of their child's senior year, the Superintendent will grant a tuition waiver for the remainder of that school year.
- f. For a family who experiences divorce and one of the parents maintains a Newtown residency, the Superintendent will grant a tuition waiver if the student lives with the nonresident parent.
- g. Requests for special extensions or exemptions of tuition waivers will be considered on an individual basis by the Board of Education.

Transportation

When a non-resident student is granted permission to attend the Newtown Public Schools either on a tuition or a tuition exemption basis, the family assumes responsibility for transportation.

FOREIGN EXCHANGE STUDENTS

Students from foreign countries whose residence in Newtown is sponsored by a local service club, ~~or by the American Field Service~~ or by **Cultural Homestay International** may be enrolled in the appropriate school for not more than one year without the payment of tuition upon application to and approval of the school principal.

Immigration Compliance

Students from foreign countries will have to comply with the appropriate United States Immigration Department regulations.

NON-RESIDENT STUDENTS

Students from outside Newtown who plan to reside with a Newtown resident may be considered for enrollment, by application to the Board of Education, on a non-tuition basis if it can be demonstrated that:

- a. The student has not already graduated from the equivalent of a high school elsewhere.
- b. The student is not seeking to avoid school enrollment in the school system where legal residence is maintained.
- c. The student's enrollment does not cause a class to exceed class size limitations as established in the teacher's bargaining unit agreement.

The parents or guardians of the student, and the Newtown resident with whom the student will reside, must complete and file the appropriate forms, which declare that both parties acknowledge the full legal responsibility of this decision and comply with stipulations as defined in Connecticut General Statute 10-253 (d).

CHILDREN OF STAFF NOT LIVING IN NEWTOWN

Full-time staff that reside outside of Newtown and wish their children to attend the Newtown schools may apply to the Superintendent of Schools for assignment

to an elementary school, the middle school, or the high school. The acceptance of tuition students of full-time staff will be conditioned on the impact of increased tuition students on desirable class size and available support services for students. Tuition for children of full-time non-resident staff members will be at an annual rate of 25% of the regular yearly tuition established by the Board of Education.

Continuation of a child as a tuition student will not be contingent on class size constraints as long as the parent remains a member of the full-time staff.

An increased tuition rate for students needing special services will be set by the Superintendent on a case-by-case basis.

Adopted 11/29/77

Amended 5/13/86, 11/7/88

Modified 12/12/89, 9/14/93, 7/11/94, 6/10/97, 12/16/02

Community Relations

Communications with the Public

Availability of Official Documents

In making school records available to the public, the Board of Education will comply with the Freedom of Information Act as stated in Section 1-210 (Formerly Sec. 1-19) and following of the Connecticut General Statutes.

Requested documents will be charged \$0.50 per page for the copies.

Community Relations

Public Participation at Board of Education Meetings

The regular and special meetings of the Board of Education are open to the public and representatives of the press except that a part of any meeting may be designated an executive session as provided by law. (See 9324 for details)

The Board of Education welcomes participation of interested organizations and individuals. Advance announcement of all regular and special meetings of the Board of Education is made through posting the agenda on the District and Town websites. A reasonable charge may be made for those persons or organizations requesting advance announcements of meetings and agenda backup materials.

Board meetings are meetings held in public and are not open hearings. Once the Board moves into regular agenda the public may participate as allowed by the Chairperson and with the following restrictions:

1. Questions and/or comments are to be restricted to the specific agenda items being discussed, unless otherwise indicated in the agenda;
2. Questions and/or comments by the public may be restricted by the Board Chairperson;
3. The Chairperson may, at his/her discretion, curtail public discussion at any time.

Any citizen may appear before the Board to express his/her opinion concerning the educational program of the District. The school district employs people and may serve students (tuition-paying) who live outside of the town boundaries. As a public body, interested in hearing from all perspectives, the Board will allow their participation. The Board encourages members of the public to address complaints concerning individuals District personnel through the proper chain of command. The Board agenda provides opportunities for comments and questions from persons attending the meeting. Persons wishing to address the Board should give their names and addresses.

(cf. 1312 Public Complaints)

Legal Reference: Connecticut General Statutes
 1-225 Meetings of government agents to be public. Recording of votes. Schedule and agenda of meetings to be filed. Notice of special meetings. Executive sessions.
 1-226 Broadcasting or photographing meetings.
 19a-342 Smoking in public meetings in rooms of public building prohibited.
 1-227 Mailing of notice of meetings to persons filing written request. Fees.
 1-230 Regular meetings to be held pursuant to regulation, ordinance or resolution.
 1-232 Conduct of meetings.
 1-206 Denial of access to public records or meetings.
 10-238 Petition for hearing by board of education.

Policy adopted:

NEWTOWN PUBLIC SCHOOLS
 Newtown, Connecticut

A sample policy to consider.

Business/Non-Instructional Operations

Soliciting Prices (Bids, Proposals and Quotations)

The Board of Education or its agents shall refrain from entering into contracts with or purchasing goods or services from any firm or individual who has a sales representative or owner on the Board of Education.

All contracts for, and purchases of supplies, materials, equipment and contractual services in the amount of ~~\$50,000~~ \$5,000 or more shall be based, when possible, on at least three competitive bids or proposals. All purchases greater than \$5,000 but less than ~~\$50,000~~ \$5,000 in amount may be made in the open market, but shall, when possible, be based on at least three competitive proposals, quotations or prices. All purchases made in the open market shall be consummated after careful pricing. In an emergency situation these requirements may be waived by the Superintendent. The Superintendent shall notify the Board Chairman as soon as possible and the entire Board of Education at the next regularly scheduled meeting.

All contracts and all open market orders will be awarded to the lowest responsible qualified contractor or supplier, taking into consideration all of the factors set forth in policy #3320.

When bidding procedures are used, bids or RFPs (Request for Proposals) shall be advertised in ~~the an area newspaper~~ newspapers for at least one day. ~~The Director of Business shall direct placement of advertisement.~~ Suppliers shall be invited to have their names placed on mailing lists to receive invitations to bid. When specifications are prepared, they will be sent mailed to all vendors merchants and firms who have indicated an interest in bidding on the items or services being bid.

All bids/RFPs must be submitted in sealed envelopes, addressed to the Director of Business ~~appropriate school~~ and plainly marked with the name of the bids bid/RFP and the time of the opening. Bids/RFPs shall be opened at the time specified and all bidders and other interested persons shall be invited to ~~may~~ be present.

The school district reserves the right to reject any or all bids/RFPs and to accept that bid/RFP which appears to be in the best interest of the ~~Town town/city~~. The ~~Board school district~~ reserves the right to waive any informalities in, or reject, any or all bids/RFPs or any part ~~there~~ of any bid. Any bid/RFP may be withdrawn prior to the scheduled time for the opening of such bids. Any bid/RFP received after the time and date specified shall not be considered.

Legal Reference: Connecticut General Statutes

7-148v Requirements for competitive bidding

P.A. 13-71 An Act Concerning Requirements for Competitive Bidding for the Award of Contracts or Purchase of Property by Municipalities.

Town of Newtown Codebook, Chapter 350: Purchasing

Cf. Policy 3320 (Purchasing Procedures)

Policy adopted:

Existing policy, presently numbered 3-300.1 adopted 10/10/95, appropriate as renumbered as a stand alone regulation.

Business/Non-Instructional Operations

Purchasing – Bids, Quotations, Proposals

Where it appears in the interest of the Newtown Board of Education, the Board may, at its option, elect to participate in joint bidding operations with other boards of education, cooperatives, ~~or municipalities,~~ **regional or national organization**. In addition, purchases may be made by use of State of Connecticut contract pricing as opposed to using a formal bid process. State pricing agreements may also be used as a benchmark in evaluating bids and proposals.

If opportunity exists and costs appear beneficial to the Newtown school system, the Board may act to utilize existing bid prices for the Town of Newtown or other towns and schools as an alternative to bidding independently.

Bids/**RFPs** may entail definition of specific quantities or may solicit prices only on a unit basis. When bid quantities are advertised or specified, every effort should be made to fulfill this commitment. However, allowable alternatives to the formal bid process, such as those defined in Sections 5 and 6 below, shall not be used in such a way to limit quantity or total expense so that the categorical qualifications set forth in Section 7 are avoided.

Items that specifically merit bidding **or Request for Proposals** on a yearly basis because of the absolute magnitude of their purchase include, but are not restricted to:

1. ~~Paint, window glass, m-~~ **Maintenance** supplies, custodial supplies, and heating oil
2. Educational and office equipment ~~where the categorical costs* exceed \$13,000~~
3. Educational, office, and general supplies ~~where the categorical cost exceeds \$8,500-~~
4. ~~Milk and ice cream-~~
4. 5. Classroom and cafeteria furniture ~~where the systemwide expected cost exceeds \$13,000-~~
5. 6. Health and medical supplies ~~where the anticipated systemwide cost exceeds \$8,500-~~
6. 7. Contracted maintenance or custodial services ~~where the annual cost exceeds \$8,500 and response to a bid offering is expected to draw three or more bidders~~

~~*Categorical cost is defined as the total systemwide budget for items of similar nature, i.e., physical education equipment, A/V equipment, computers, etc.~~

Business/Non-Instructional Operations

Purchasing – Bids, Quotations, Proposals (continued)

Solicitation for written proposals may be substituted for a bid process when both the Director of Business and the Superintendent agree that the interest of the Newtown schools would best be served because of:

1. Time constraints on the work or materials in question
2. Alternative purchase options (wide-range specifications)
3. Unit cost of materials or services being researched
4. Availability of viable competitors
5. Consideration of the relative expense involved in collecting proposals

This practice will require that a minimum of three (3) written proposals are secured, with a stipulation to hold price for thirty (30) days or more. ~~The number of proposals required will depend upon the circumstances delineated above.~~

The proposal concept will be valid for expenditures up to ~~\$50,000~~ \$13,000. Except in emergency situations that relate to the health and welfare of students and staff, any expenditure over the above-stated ~~\$50,000~~ \$13,000 limit will require bids **or formal proposals**.

In order to determine the relative merits of the apparent best proposal, the party soliciting the prices may utilize comparative data from surrounding towns and schools where such practice is reasonable. Items similar in nature to contracted repairs, maintenance, or installation would be sourced through proposals.

In cases involving a purchase order that does not exceed ~~\$5,000~~ \$1200, ~~but is above \$350~~, a minimum of three quotations via telephone **and/or electronic communication** should be obtained in order to determine availability and lowest cost. ~~Polling of approved vendors in this way would eliminate the need for other price gathering tools that have greater cost implications.~~ The results of such polling must be recorded and a copy of the record ~~attached to~~ **filled with** the purchase order resulting from this process.

For all items or contracted work exceeding ~~\$30,000~~ **\$50,000** in total cost, the award will be approved by the Board prior to notification of the winner. For any purchase or service not specifically provided for in the description above or the budget, all procedures, other than in an emergency, must abide by the bid limits and processes described in this document. **If an emergency occurs, it shall be reported to the Board of Education Chairman immediately and to the Board at the next regular meeting.**

Business/Non-Instructional Operations

Purchasing – Bids, Quotations, Proposals (continued)

Items exempt from bidding or Requests for Proposals include:

1. Emergency professional services
2. Services for RESC (Regional Educational Service Centers)
3. Single source materials
4. Software and textbooks
5. Extensions of existing services requiring systems compatibility, i.e., security alarms technology, energy management, surveillance, locksets, etc.
6. Consultants for studies and or district specific needs, i.e., projections, load bearing facilities issues, mold, asbestos, lead, investigations, etc.
7. Used vehicles
8. Technology Equipment

~~All dollar values stated herein are to be measured in 1994 terms. Application of these values will necessitate the use of yearly inflation factors as provided by the federal government. The Director of Business shall post the yearly adjusted amounts on or before March 1 of each school year.~~

Whenever an initial bid/RFP is awarded, the Board may consider extending it for one **or more** years **with Board approval** if

- there is a significant financial advantage to extending the bid/RFP ~~for one year~~
- there is a financial analysis provided to the Board to verify the financial advantage
- the Superintendent or designee recommends the extension of the bid/RFP for the additional **period** year to the Board of Education
- the bid/RFP extension is valid for only ~~one year~~ **the time period so approved.**

Regulation approved:

NEWTOWN PUBLIC SCHOOLS
Newtown, Connecticut

This is an optional "good practice" policy.

Business/Non-Instructional Operations

Monies in School Buildings

Monies collected by school district employees and by student organizations shall be handled with good and prudent business procedures both to demonstrate the ability of school system employees to operate in that fashion, and to teach such procedures to the students.

All monies collected shall be receipted and accounted for and directed without delay. In no case shall monies be left overnight in schools except in safes, ~~and even then no more than \$100 should be so kept. All activity funds shall provide for making bank deposits after regular banking hours in order to avoid leaving money in school overnight.~~

Policy adopted:

Business/Non-Instructional Operations

Compliance with 504 Regulations

504 Introduction

Section 504 of the Rehabilitation Act of 1973 (“Section 504”) prohibits discrimination against individuals with a disability in any program receiving Federal financial assistance. To be protected under Section 504, an individual must be determined to: (1) have a physical or mental impairment that substantially limits one or more major life activities; (2) have a record of such impairment; or (3) be regarded as having such impairment.

In order fulfill its obligation under Section 504, the Newtown Public Schools recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel, students, parents and members of the public who participate in school sponsored programs. In this regard, the Newtown Public Schools prohibits discrimination against any person with a disability in any of the programs operated by the school system.

The school district also has specific responsibilities under Section 504 to identify, evaluate and provide an educational placement for students who have a physical or mental impairment that substantially limits a major life activity. The school district’s obligation includes providing access to free appropriate public education (“FAPE”) for students determined to be eligible under Section 504. Under Section 504, FAPE is defined as the provision of regular or special education and related services that are designed to meet the individual educational needs of a student with a disability as adequately as the needs of students without disabilities are met, and that are provided without cost (except for fees imposed on nondisabled students/parents).

If the parent or guardian of a student disagrees with the decisions made by the professional staff of the school district with respect to the identification, evaluation, and/or education placement of his/her child, a parent/guardian has a right to request an impartial due process hearing. The parent or guardian may also file an internal grievance on these issues or any other type of discrimination on the basis of disability by utilizing the complaint procedures outlined in the Board’s Administrative Regulations, and/or may file a complaint with the Office of Civil Rights, U.S. Department of Education.

Anyone who wishes to file a complaint, or who has questions or concerns about this policy, should contact the Section 504 Coordinator for the Newtown Public Schools, at phone number 203-426-7626.

Business/Non-Instructional Operations

Compliance with 504 Regulations

504 Introduction

Legal Reference: 29 U.S.C. § 794
34 C.F.R. § 104 et seq.
42 U.S.C. 12101 et seq.
ADA Amendments of 2008, Public Law 110-325

Protecting Students with Disabilities, Frequently Asked Questions About Section 504 and the Education of Children with Disabilities, Office for Civil Rights (March 17, 2011), available at <http://www.ed.gov/about/offices/list/ocr/504faq.html>

Dear Colleague Letter, United States Department of Education, Office for Civil Rights (January 19, 2012)

Grievance/Complaint Procedures

Section 504 prohibits discrimination on the basis of disability. For the purposes of Section 504, the term “disability” with respect to an individual means: (a) a physical or mental impairment that substantially limits one or more major life activities of such individual; (2) a record of such an impairment; or (c) being regarded as having such impairment.

Definitions

Free appropriate public education (FAPE): for purposes of Section 504, refers to the provision of regular or special education and related aid and services that are designed to meet individual educational needs of students with disabilities as adequately as the needs of students without disabilities are met, that are provided without cost (except for fees imposed on non-disabled students/parents), and is based upon adherence to procedures that satisfy the Section 504 requirements pertaining to education settings, evaluation and placement, and procedures safeguards.

Major life activities: include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working. A major life activity also includes the operation of a major bodily function, including, but not limited to, functions of respiratory, circulatory, endocrine and reproductive functions.

Mitigating Measures: include, but are not limited to, medication, medical supplies, equipment, appliances, low-vision devices (not including ordinary eyeglasses or contact lenses), prosthetics, hearing aids, cochlear implants, mobility devices, oxygen therapy, use of assistive technology, reasonable accommodations or auxiliary aides or services or learned behavioral or adaptive neurological modifications.

Business/Non-Instructional Operations

Compliance with 504 Regulations

Grievance/Complaint Procedures (continued)

Physical or Mental Impairment: a) any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological, musculoskeletal, special sense organs, respiratory, including speech organs, cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin, and endocrine or b) any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.

Regulation**Business/Non-Instructional Operations****Compliance with 504 Regulations****Grievance/Complaint Procedures**

- I. Procedures for Grievances/Complaints Alleging Discrimination on the Basis of Disability
 - A. Any eligible person, including any student, parent/guardian, staff member or other employee who feels that he/she has been discriminated against on the basis of disability may submit a written complaint to the district's designated Section 504 Coordinator within thirty (30) school days of the alleged occurrence. Timely reporting of complaints facilitates the prompt investigation and resolution of such complaints. If the complaint is made verbally, the individual taking the complaint will reduce it to writing.
 - B. At any time, when complaints involve discrimination that is directly related to a claim regarding the identification, evaluation, and/or educational placement of a student under Section 504, the complainant may request that the Section 504 Coordinator submit the complaint directly to an impartial hearing officer and request a hearing in accordance with Section III.D. Complaints regarding a student's rights with respect to his/her identification, evaluation and/or educational placement shall be addressed in accordance with the procedures set forth below in Section III.
 - C. Retaliation against any individual who complains pursuant to the Board's policy and regulations listed herein is strictly prohibited. The district will not tolerate any reprisals or retaliation that occurs as a result of the good faith reporting or complaint of disability-based discrimination, or as a result of an individual's participation or cooperating in the investigation of a complaint. The district will take necessary actions to prevent retaliation as a result of filing a complaint or the participation in an investigation of a complaint.
 - D. If the Section 504 Coordinator is the subject of the complaint, the complaint should be submitted directly to the Superintendent who may conduct the investigation or appoint a designee to conduct the investigation in accordance with these procedures.
 - E. Complaints will be investigated promptly within timeframes identified below. Timeframes may be extended as needed given the complexity of the investigation, availability of individuals with relevant information and other extenuating circumstances. Confidentiality will be maintained by all persons involved in the investigation to the extent possible.

Business/Non-Instructional Operations

Compliance with 504 Regulations

Grievance/Complaint Procedures (continued)

F. The complaint should contain the following information:

1. The name of the complainant;
2. The date of the complaint;
3. The date(s) of the alleged discrimination;
4. The names of any witness(es) or individuals relevant to the complaint,
5. A detailed statement describing the circumstance in which the alleged discrimination occurred; and
6. Remedy requested.

However, all complaints will be investigated to the extent possible, even if such information is not included in the complaint. In such circumstances, additional information may be requested by the investigator as part of the investigation process.

G. Upon receipt of the complaint, the individual investigating the complaint shall:

1. Provide a copy of the written complaint to the Superintendent of Schools;
2. Meet with the complainant within ten (10) school days to discuss the nature of the complaint, identify individuals the complainant believes have relevant information, and obtain any relevant documents the complaint may have;
3. Provide the complainant with a copy of the Board's Section 504 Policy, and these administrative regulations;
4. Conduct an investigation that is adequate, reliable, and impartial. Investigate the factual basis for the complaint, including conducting interviews with individuals with information and review of documents relevant to the complaint;
5. Maintain confidentiality to the extent practicable throughout the investigative process, in accordance with the state and federal laws;

Business/Non-Instructional Operations

Compliance with 504 Regulations

Grievance/Complaint Procedures (continued)

6. Communicate the outcome of the investigation in writing to the complainant, and to any individual property identified as a party to the complaint (to the extent permitted by state and federal confidentiality requirements). Within fifteen (15) schools days from the date the complaint was received by the Section 504 Coordinator or Superintendent. The investigator may extend this deadline for no more than fifteen (15) additional schools days if needed to complete the investigation. The complainant shall be notified of such extension. The written notice shall include a finding whether the complaint was substantiated and if so, shall identify how the district will remedy any identified violation of Section 504;
 7. If a complaint is made during summer recess, the complaint will be reviewed and addressed as quickly as possible given the availability of staff and/or other individuals who may have information relevant to the complaint. If fixed timeframes cannot be met, complainant will receive notice and interim measures may be implemented as necessary (see sub-paragraph 6);
 8. Ensure that appropriate corrective action is taken whenever allegations are verified. When allegations are verified, ensure that compensatory services and/or other measures to remedy the effects of the discrimination are approximately considered, and offered, when appropriate. Corrective action should include steps to avoid continuing discrimination.
 9. In the event the investigator concludes that there is no violation of Section 504, the District may attempt to resolve the complainant's ongoing concerns, if possible.
- H. If the complainant is not satisfied with the findings and conclusions of the investigation, the complainant may present the complaint and written outcome to the Superintendent for review and reconsideration within thirty (30) calendar days of receiving the findings. This process provides an opportunity for complainants to bring information to the Superintendent's attention that would change the outcome of the investigation. In submitting the complaint and written outcome for review, the complainant must explain why he/she believes the factual information was incomplete, the analysis of the facts was incorrect, and/or the appropriate legal standard was not applied, and how this would change the investigator's determination in the case. Failure to do so may result in the denial of the review.

Business/Non-Instructional Operations

Compliance with 504 Regulations

Grievance/Complaint Procedures (continued)

Upon review of a written request from the complainant, the Superintendent/designee shall review the investigative results of the Section 504 Coordinator and determine if further action and/or investigation is warranted. Such action may include consultation with the investigator and complainant, a meeting with appropriate individuals to attempt to resolve the complaint or a decision affirming or overruling the investigator's conclusions of findings. The Superintendent/designee shall provide written notice to the complainant of his/her decision within ten (10) school days following the receipt of the written request for review.

II. Complaint Resolution Procedures for Complaints Involving a Student's Identification, Evaluation, and/or Educational Placement

Complaints regarding a student's identification, evaluation, and/or educational placement shall generally be handled using the procedures described below. **However, at any time the complainant may request that the Section 504 Coordinator submit the complaint directly to an impartial hearing officer, and request a hearing in accordance with the provisions of subsection D (below).**

A. Submission of Complaint to Section 504 Coordinator

1. In order to facilitate the prompt investigation of complaints, any complaint regarding a student's identification, evaluation and/or educational placement under Section 504 should be forwarded to the district's Section 504 Coordinator within thirty (30) school days of the alleged date that the dispute regarding the student's identification, evaluation and/or education placement arose. Timely reporting of complaints facilitates the resolution of potential educational disputes.
2. The complaint concerning a student's identification, evaluation and/or educational placement should contain the following information:
 - a. Full name of the student, age, and grade level;
 - b. Name of parent(s);
 - c. Address and relevant contact information for parent/complainant;
 - d. Date of complaint;
 - e. Specific areas of disagreement relating to the student's identification, evaluation and/or placement; and

Business/Non-Instructional Operations

Compliance with 504 Regulations

Grievance/Complaint Procedures (continued)

- f. Remedy requested.

However, all complaints will be investigated to the extent, possible even if such information is not included in the complaint. In such circumstances, additional information may be requested by the investigator as part of the investigation process.

3. Complaints will be investigated promptly within timeframes identified below. Timeframes may be extended as needed given the complexity of the investigation, availability of individuals with relevant information and other extenuating circumstances.
4. Upon receipt of the complaint, the Section 504 Coordinator shall:
 - a. Forward a copy of the complaint to the Superintendent of Schools;
 - b. Meet the complainant within ten (10) school days to discuss the nature of his/her concerns and determine if an appropriate resolution can be reached. If a complaint is made during summer recess, the complaint will be reviewed and addressed as quickly as possible given the availability of staff and other individuals who may have information relevant to the complaint;
 - c. If, following such a meeting, further investigation is deemed necessary, the Section 504 Coordinator shall promptly investigate the factual basis for the complaint, consulting with any individuals reasonably believed to have relevant information, including the student and/or complainant; and
 - d. Communicate the results of his/her investigation in writing to the complainant and any persons names as parties to the complaint (to the extent permitted by state and federal confidentiality requirements) within fifteen (15) school days from the date the complaint was received by Section 504 Coordinator.
 - e. In the event that the person making the complaint contends that the Section 504 Coordinator has a conflict of interest that prevents him/her from serving in this role, the complaint shall be forwarded to the Superintendent who shall appoint an investigator who does not have a conflict of interest.

Business/Non-Instructional Operations

Compliance with 504 Regulations

Grievance/Complaint Procedures (continued)

B. Review by Superintendent of Schools

1. If the complainant is not satisfied with the findings and/or resolution offered as a result of the Section 504 Coordinator's review, he/she may present the complaint and the written statement of findings to the Superintendent/designee for review and reconsideration within thirty (30) calendar days of receiving the findings. This process provides an opportunity for complainants to bring information to the Superintendent's attention that would change the outcome of the investigation. In submitting the complaint and written outcome for review, the complainant must explain why he/she believes the factual information was incomplete, the analysis of the facts was incorrect, and/or the appropriate legal standard was not applied, and how this would change the investigator's determination in the case. Failure to do so may result in the denial of the review.
2. The Superintendent shall review the complaint and any relevant documents maintained by the Section 504 Coordinator/investigator and shall consult with the Section 504 Coordinator/investigator regarding attempts to resolve the complaint. The Superintendent/designee also shall consult with the complainant. The Superintendent/designee may attempt to resolve the complainant's concerns alone, or with another appropriate administrator.
3. Following the Superintendent's/designee's review, he or she shall communicate his/her findings to the complainant within ten (10) school days following his/her receipt of the written request for review.
4. If the complainant is not satisfied with the Superintendent's/designee's decision or proposed resolution, he/she may request that the Superintendent/designee submit the matter to a neutral mediator or to an impartial hearing officer. This request for a hearing/mediation should be made within fifteen (15) school days of the Superintendent's decision. Mediation shall only occur by mutual agreement of the parties.

C. Mediation Procedures:

A parent or guardian may request mediation with a neutral mediator to attempt to resolve a disagreement with the decisions made by the professional staff of the school district with respect to the identification, evaluation, and/or educational placement of his/her child.

Business/Non-Instructional Operations

Compliance with 504 Regulations

Grievance/Complaint Procedures (continued)

1. A request for mediation regarding a student's identification, evaluation and/or educational placement under Section 504 should be forwarded to the district's Section 504 Coordinator within thirty (30) school days of the alleged date that the dispute regarding the student's identification, evaluation, and/or educational placement arose.
2. The request for mediation concerning a disagreement relating to a student's identification, evaluation and/or educational placement should contain the following information:
 - a. Full name of the student, age, and grade level;
 - b. Name of parent(s);
 - c. Address and relevant contact information for parent/complainant;
 - d. Date of complaint;
 - e. Specific areas of disagreement relating to the student's identification, evaluation and/or placement; and
 - f. Remedy requested.
3. Upon receipt of a request for mediation, the Section 504 Coordinator shall:
 - a. Forward a copy of the request for mediation to the Superintendent of Schools;
 - b. Retain a neutral mediator who is knowledgeable about the requirements of Section 504, and has an understanding of a free appropriate public education ("FAPE") under Section 504, and the distinction between Section 504 and the regulations and requirements of the individuals with Disabilities Education Act (IDEA).
4. The mediator shall inform all parties involved of the date, time and place of the mediation and of the right to have legal counsel or another representation at the complainant's own expense, if desired.

Business/Non-Instructional Operations

Compliance with 504 Regulations

Grievance/Complaint Procedures (continued)

5. The mediator shall meet with the parties jointly, or separately, as determined by the mediator, and shall facilitate a voluntary settlement of the dispute between the parties, if possible.
6. All statements, offers, or discussions and/or information shared during the mediation process, but not available from other means, shall be confidential, and may not be used in a subsequent hearing or proceeding related to the disagreement that is the subject of the mediation.
7. If the parties are not able to reach a voluntary settlement of the dispute, the complainant may request an impartial hearing, as described below.

D. Impartial Hearing Procedures:

An impartial due process hearing is available to the parent or guardian of a student that disagrees with the decision made by the professional staff of the school district with respect to the identification, evaluation, and/or educational placement of his/her child, or otherwise makes a claim or discrimination relating to the identification, evaluation, or educational placement of the student.

1. Upon receipt of a request for an impartial due process hearing, the Board shall retain an impartial hearing officer. The impartial hearing officer must be someone who is knowledgeable about Section 504, an understanding of a free appropriate public education (“FAPE”) under Section 504, and the distinctions between Section 504 and the regulations and requirements of the Individuals with Disabilities Education Act (IDEA).
2. The impartial hearing office shall schedule a pre-hearing conference with the District and the Parent (or his/her legal counsel) to identify the issue(s) for hearing, set the hearing schedule, and address other administrative matters related to the hearing, including the option for mediation, and the right to have legal counsel or other representation at the complainant’s own expense, if desired;
3. The impartial hearing officer shall inform all parties involved of the date, time and place of the hearing and of the right to present witness(es), other evidence, and to have legal counsel or other representation at each party’s own expense, if desired.

Business/Non-Instructional Operations

Compliance with 504 Regulations

Grievance/Complaint Procedures (continued)

4. The impartial hearing officer shall hear all aspects of the complainant's complaint and/or appeal concerning the identification, evaluation and/or educational placement of the student and shall reach a decision within forty-five (45) school days of receipt of the request for a hearing. The decision shall be presented in writing to the complainant and to the Section 504 Coordinator.
5. An impartial hearing officer under section 504 does not have jurisdiction to hear claims alleging discrimination, harassment, or retaliation based on an individual's disability unless such a claim is **directly related** to a claim regarding the identification, evaluation, or educational placement of student under Section 504.
6. The time limits noted herein may be extended for good cause shown, including but not limited to if more time is needed to permit thorough review, presentation of evidence, and opportunity for resolution.

E. Drug/Alcohol Violations

If a student with a disability violates the Board's policies relative to the use or possession of illegal drugs or alcohol, the Board may take disciplinary action against such student for his/her illegal use or possession of drugs or alcohol to the same extent that the Board would take disciplinary action against non-disabled students. Such disciplinary action is not subject to the complaint or due process procedures outlined below.

III. The Section 504 Coordinator for this district is:

Deborah Mailloux-Petersen, Director of Pupil Services
 Newtown Public Schools
 3 Primrose Street
 Newtown, CT 06470

Telephone: 203-426-7626

IV. Complaints to State and Federal Agencies

At any time, the complainant has the right to file a formal complaint with the U.S. Department of Education, Office for Civil Rights, 8th Floor, 5 Post Office Square, Suite 900, Boston, MA 02109-0111 (Telephone Number 617-289-0111);
<http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>.

**Newtown Public Schools
Newtown, Connecticut**

**Notice of Parent/Student Rights
Under Section 504 of the Rehabilitation Act of 1973**

Section 504 of the Rehabilitation Act of 1973 (commonly referred to as “Section 504”) is a non-discrimination statute enacted by the United States Congress. Section 504 prohibits discrimination on the basis of disability. Under Section 504, the school district also has specific responsibilities to identify, evaluate and provide an educational placement for students who are determined to have a physical or mental impairment that substantially limits a major life activity. The school district’s obligation includes providing such eligible students a free appropriate public education (“FAPE”). Section 504 defines FAPE as the provision of regular or special education and related services that are designed to meet the individual educational needs of a student with a disability as adequately as the needs of students without disabilities are met, and that are provided without cost (except for fees imposed on non-disabled students/parents).

A student is covered under Section 504 if it is determined that he/she suffers from a mental or physical disability that substantially limits one or more major life activity such as (but not limited to) caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading concentrating, thinking, communicating and working. A major life activity may also include the operation of a major bodily function, such as an individual’s immune, digestive, respiratory or circulatory systems.

A student can be disabled and be covered by Section 504 even if he/she does not qualify for, or receive, special education services under the IDEA.

The purpose of this notice is to provide parent/guardians and students with information guarding their rights under Section 504. Under Section 504, you have the right:

1. To be informed of your rights under Section 504;
2. To have your child take part in and receive benefits from the Newtown Public School District’s education programs without discrimination based on his/her disability.
3. For your child to have equal opportunities to participate in academic, nonacademic and extracurricular activities in your school without discrimination based on his/her disability;
4. To be notified of decisions and the basis for decisions regarding the identification, evaluation, and educational placement of your child under Section 504.

Newtown Public Schools
Newtown, Connecticut

5. If you suspect your child may have a disability, to request an evaluation, at no expense to you, to have an eligibility determination under Section 504, and if eligible, placement decisions made by a team of persons who are knowledgeable of your child, the assessment data, and any placement options;
6. If your child is eligible for services under Section 504, for your child to receive a free appropriate public education (FAPE). This includes the right to receive regular or special education and related services that are designed to meet the individual needs of your child as adequately as the needs of students without disabilities are met.
7. If your child is eligible for services under Section 504, for your child to receive reasonable accommodations and services to allow your child an equal opportunity to participate in schools, extra-curricular and school-related activities;
8. For your child to be educated with peers who do not have disabilities to the maximum extent appropriate;
9. To have your child educated in facilities and receive services comparable to those provided by non-disabled students;
10. To review all relevant records relating to decisions regarding your child's Section 504 identification, evaluation, and educational placement.
11. To examine or obtain copies of your child's educational records at a reasonable cost unless the fee would effectively deny you access to the records;
12. To request changes in the educational program of your child, to have your request and related information considered by the team, a decision made by the team, and if denied, an explanation for the team's decision/determination;
13. To an impartial due process hearing if you disagree with the schools district's decisions regarding your child's 504 identification, evaluation or educational placement. The costs for this hearing are borne by the local school district. You and the student have the right to take part in the hearing and to have an attorney represent you at your expense.
14. To file a local grievance/complaint with the district's designated Section 504 Coordinator to resolve complaints of discrimination including, but not limited to, claims of discrimination directly related to the identification, evaluation or placement of your child.

**Newtown Public Schools
Newtown, Connecticut**

15. To file a formal complaint with the U.S. Department of Education, Office for Civil rights.

The Section 504 Coordinator for this district is

Deborah Mailloux-Petersen, Director of Pupil Services
Newtown Public Schools
3 Primrose Street
Newtown, CT 06470

Telephone: 203-426-7626

For additional assistance regarding your rights under Section 504, you may contact:

Boston Regional Office
Office for Civil Rights
U.S. Department of Education
8th Floor
5 Post Office Square, Suite 900
Boston, MA 02109-3921

Telephone: 617-289-0111

Connecticut State Department of Education
Bureau of Special Education and Pupil Services
P.O. Box 2219
Hartford, CT 06145

Telephone 860-807-2030

An optional policy to consider, updated to reflect NCLB legislation.

Business/Non-Instructional Operations

Community Use of School Facilities

The Board of Education recognizes that the school, building and grounds, is a community center and a valuable public resource. The Board is committed to making these facilities available to the community as much as possible under proper and appropriate conditions when such use does not conflict with school activities and functions. The Board of Education shall grant the use of school facilities for activities of an educational, cultural, civic, and other non-commercial uses consistent with the public interest when such use does not interfere with the school program or school-sponsored activities.

~~Consistent with guidelines in this policy, the Superintendent of Schools shall develop and distribute regulations and associated forms governing use of school buildings by community and other groups. Applications for the use of school facilities shall be submitted by outside groups to building Principal for approval at least three weeks prior to the date of the intended use. Agencies using the school on a long-term basis must submit applications annually. Any use of the school building and grounds by recognized community groups or organizations must be approved by the Superintendent of Schools.~~

~~If a community group is denied use of Board of Education facilities by a Principal, the group may appeal that decision to the Superintendent of Schools and if necessary appeal the Superintendent's decision to the Board of Education.~~

The Superintendent of Schools is authorized to use his/her discretion in approving or disapproving applications under this policy. The decision of the Superintendent may be appealed to the Board of Education.

School facilities will be allocated according to the following priorities with all possible efforts to adjust schedules for mutual convenience and maximum usage.

1. School functions under the direction of the Principal and/or teachers.
2. Meetings and programs sponsored by the Board of Education, ~~Town of Newtown Government Board of Selectman~~, Recreation Commission, ~~PTA/PTSA PTO or other town governmental~~ or non-profit agencies. (Non-profit agencies, recognized youth groups, scouts, athletic organizations, 4H groups, etc.)
3. Other non-profit community groups composed of local residents.

~~The use of school facilities by individuals, private groups and organizations or non community groups is prohibited.~~

~~Applications for the use of school facilities and grounds must be made in writing and submitted to the Superintendent of Schools at least two (2) weeks before the date of intended use. Agencies using the school on a long term basis must submit applications annually.~~

A custodian must be present when the school building is being used to insure building security,

proper maintenance, and to see that it is used appropriately and left in proper order. Any group or organization may be required to pay any or all maintenance costs, including the hourly rate for custodial services when and if a custodian time extends beyond regular employment hours.

3515(b)

Business/Non-Instructional Operations

Community Use of School Facilities (continued)

Any group or organization using the school building, grounds, or equipment, is responsible for and must assume the cost of all damages to any school property.

~~School grounds shall not be available for use after sundown except by permission of the Board.~~

The possession or consumption of alcoholic beverages and/or illicit drugs on school grounds or property is prohibited. **Additionally, smoking and possession or use of tobacco products and nicotine products are prohibited in school buildings or on school property.**

Parking is restricted to designated parking areas. Parking is prohibited on all grass areas, playgrounds, and those areas designated for emergency vehicles.

The Boy Scouts of America, Big Sisters of America, Boys and Girls Clubs of America, Future Farmers of America, Girl Scouts of America, Little League Baseball, Inc. and any other group intended to serve youth under the age of 21 listed in Title 36 of the U.S. Code may use school property upon payment of **appropriate** ~~suitable~~ fees and costs according to the Board approved fee schedule.

Legal Reference: Connecticut General Statutes

10-239 Use of school facilities for other purposes

Equal Access Act, 20 U.S.C. ss 4071-4074

Good News Club v. Milford Central School, Sup. Ct., 6-11-01

20 U.S.C. 7905 (Boy Scouts of America Equal Access Act contained in No Child Left Behind Act of 2001)

cf. Policy 1300 (Public Activities Involving Staff, Students or School Facilities)

cf. Policy 1331 (Smoke Free Environment – Use of Tobacco Products)

Policy adopted:

cps 1/99
rev. 11/01
rev 5/03

Existing regulation, presently numbered 3-800.1 approved 8/12/03, appropriate as renumbered, if still current practice, except for addition of legal reference.

Business/Non-Instructional Operations

Community Use of School Facilities

Application Procedures and Fee Structure

General Provisions

1. All applications for use of school facilities and grounds must be made in writing at least three weeks prior to the time of the proposed use. The prescribed form is available or in the office of the school Principal where the activity is planned.

All applications must be completed and signed by an authorized person of the group making the application. Activity details and date availability will be reviewed and approved first by the Principal, or designee, of the school requested.

Upon initial approval and signature of the Principal or designee, the application will be forwarded to the district's Buildings & Grounds Department for final approval or rejection.

2. Use of school buildings or grounds by non-school organizations will be permitted only when there is no conflict with the use of these facilities by the school or its organizations.
3. All applications, even those initially approved, are subject to cancellation in the event of conflict with scheduled school activities, or if during prior use the facilities were misused by the applicant, or regulations were not followed, or full payment for previous **and/or** damages were not received, or for any other reason deemed necessary by the Superintendent of Schools or the Board.
4. Since Newtown Public Schools receives federal funds, we must require that all applicants comply with the provisions of Title IX comprehensive federal regulations prohibiting sexual discrimination in programs and/or activities conducted on school premises. If clarification is needed, applicant should contact the Superintendent's Office at 203-426-7620.
5. Alcoholic beverages are not allowed on the premises of any school in the district.
6. The Board requires proof of insurance from any organization or organized group using the school district's buildings or grounds. ~~in the minimum amounts of \$100,000/\$300,000 for bodily injury \$100,000 (\$50,000) for property damage AND \$300,000 combined single limit.~~ **The group is required to provide a certificate of insurance (COI) stating commercial general liability minimum limits as:**

\$2,000,000	General Aggregate
\$2,000,000	Producers/Completed Operations Aggregate
\$1,000,000	Each Occurrence
\$1,000,000	Personal and Advertising Injury
\$100,000	Fire Damage – Any One Fire
\$5,000	Medical Expense – Any One Person

7. Smoking is prohibited on school grounds as expressed in Board policy 1331 3-502, and in compliance with Connecticut State Statute.
8. No school may be used by an individual group or society that teaches or preaches any doctrine or theory subversive to the Constitution or Laws of the State of Connecticut or of the United States, or advocates social or political change by violence or revolution.

3515(b)

Business/Non-Instructional Operations

Community Use of School Facilities

General Provisions (continued)

9. No school facility may be used for any activity that would support, augment, or foster a business or an individual's personal financial gain unless the purpose of that use is to provide a direct service to educational programs of the school district. Service or contribution goals must be stipulated on the application.
10. The individual or group making application for the use of buildings or grounds must agree in writing to indemnify the Newtown Board of Education for any damage or loss resulting from such use.
11. The Board requires that at least one school custodian be present to represent its interests and enforce its regulations. Custodial service **and school security (if required)** will be at the expense of the applicant in accordance with the prevailing wage rate schedule. All other supervision, including fire/police protection, shall be provided by the using organization. The Superintendent of Schools may require fire/police protection when considered necessary. Fees for fire protection coverage are determined by Newtown's Fire Marshall and are billed through that office. Police fees are based on that department's schedule of rates and times and will be billed separately through the Newtown Police Department. The organization contracting for the use of school facilities is responsible for making all arrangements for police or fire protection coverage when required.
12. Applicants requesting use of cafeteria or kitchen facilities will be charged fees for staffing and use. The Food Service Manager will confer with applicants to determine their needs and will establish the appropriate charge.
13. Applicants using school buildings must confine themselves to designated areas approved for their use.
14. The high school gymnasium may be used for athletic events only. Participants must wear gymnasium-type shoes.
15. Groups using school buildings and grounds must remove all materials and equipment not belonging to the school before the next school day following the event.

16. Applicants must provide adult supervision for all activities when children are present; an adult must remain until all children have left the premises.

3515C

Business/Non-Instructional Operations

Community Use of School Facilities (continued)

Organizations and Fees

3. The following organizations will be exempt from all facilities, custodial, and food services fees except when the size of the group and/or the nature of the event necessitates assigning custodians. This decision will be made by the Superintendent of Schools.
 3. Town officials, commissions, and other duly-elected representatives of the town and any commission appointed/elected by the town to perform a town function.
2. The following organizations will be exempt from facilities rental fees, but will be required to pay all costs for custodial services, food services, technical support and security when these services are required as part of the application request. **Extended use of facilities may be brought to the Board for approval:**
 1. Newtown Parks and Recreation Commission
 2. PTA/PTO Councils
 3. All school organizations and/or their parent/teacher units
 4. All organized Newtown youth groups
 5. Newtown Scholarship Association
 6. Service/Civic organizations
 7. Organized recreational or cultural groups that do not charge regular ongoing fees for instruction or lessons.

All other applicants, including commercial establishments, whose application is approved will be responsible to pay all fees including rent, energy fee, costs for custodian, security, and technical fees. Commercial establishments shall be required to pay an additional 25% on the established facility rental fees.

The Board requires that only thoroughly trained high school personnel operate the lighting and sound systems.

The rental fee for the use of the high school auditorium includes the use of two dressing rooms. Makeup may be applied in dressing rooms or boys or girls lavatories only.

It is important that anyone using the high school understands that no food or beverages may be served anywhere in the school without the express written consent of the high school Principal.

When in the opinion of the building administrator the assignment of security personnel is essential for the adequate supervision and protection of the building and its grounds, the applicant shall be responsible for that cost.

3515(d)

Business/Non-Instructional Operations

Community Use of School Facilities

Organizations and Fees (continued)

Anyone using school facilities accepts the responsibility for any and all damage done to the building, site, or equipment. At the discretion of the Superintendent of Schools, a security deposit may be requested which will be refunded in all or in part after the building and site are inspected after use.

3. Facility Rental Fees:	Minimum	Hourly After-4 Hrs
High School Auditorium (inc. 2 dressing rooms)	\$500	\$125.00
Middle School Auditorium	250	62.50
High School Gym	250	62.50
Middle School Gym	250	62.50
Reed Intermediate School Gym	250	62.50
Elementary School Gyms	125	13.25
Cafeteria	188	47.00
Kitchen	200	50.00
Classrooms	95	23.50
Library	125	31.25
Shop, Art Room, Science Labs	150	37.50
High School Lecture Hall	188	47.00
Pool	100/hr	25.00
Service Fees:-		
Sound & Lighting Supervisor	25/hr.	
Computer Support	35/hr.	
Sunday Energy Fees:		
High School	313	
Middle School	313	
Reed Intermediate	313	
Head O'Meadow	188	
Hawley	125	

Middle Gate	125
Sandy Hook	125

~~Commercial establishments will be billed at 1.25 of these rates~~

Per Diem Schedule of Room Fees

Facility Rental Fees:

	<u>Minimum</u>	<u>Hourly After 4 Hours</u>
High School Auditorium (Including two dressing rooms)	\$1000.00	\$250.00
Middle School Auditorium	\$500.00	\$125.00
High School Gym	\$500.00	\$125.00
Middle School Gym	\$250.00	\$62.50
Reed Intermediate School Gym	\$250.00	\$62.50
Elementary School Gyms	\$200.00	\$50.00
Cafeteria	\$200.00	\$62.50
High School Kitchen	\$250.00	\$62.50
Middle School Kitchen	\$200.00	\$50.00
Reed Intermediate School Kitchen	\$250.00	\$62.50
Elementary School Kitchen	\$200.00	\$50.00
Classrooms	\$100.00	\$25.00
Library	\$125.00	\$31.25
Shop, Art Room, Science Labs	\$200.00	\$50.00
High School Lecture Hall	\$200.00	\$50.00
Pool	\$200.00 / hour	\$50.00
Stadium	\$1,000.00	\$250.00

Service Fees:

Sound & Lighting Supervisor	\$42.50 / hour
Sound & Lighting Technician	\$9.60 / hour
Computer Support	\$35.00 / hour
Security	\$27.01- \$28.74 / hour (Weeknights & Saturdays)
Security	\$36.02 - \$38.32 / hour (Sundays & Holidays)

Sunday Energy Fees:

High School	\$313.00
Middle School	\$313.00
Reed Intermediate	\$313.00
Head O'Meadow	\$188.00
Hawley	\$125.00
Middle Gate	\$125.00
Sandy Hook	\$125.00

Custodial Fees - Applicable on Saturday, Sunday, holidays, and weeknights when a custodian needs to be called in for the activity.

\$37.06 - \$47.93 hourly rate (Weeknights and Saturdays)

\$49.41 - \$63.90 hourly rate (Sundays and Holidays)

FEES MUST BE PAID WITHIN TWO WEEKS

Business/Non-Instructional Operations

Community Use of School Facilities

Organizations and Fees (continued)

4. If a charge for custodial overtime is required, the rate shall be at time-and-one-half on weekdays and Saturdays and double-time on Sundays and holidays in accordance with existing labor agreement terms plus FICA and Medicare.
5. Fees for custodial services, if required, will be billed by the Building & Grounds Department and must be paid within two weeks of billing. Checks should be made payable to the Newtown Board of Education. Charges for custodial services begin when the custodian reports for duty and terminates when the building is restored for school use. Should cleanup require more time than estimated, the applicant will be responsible for actual time spent.
6. If food services are utilized, bills will be issued from the contracted food services company and must be paid within two weeks of billing.
7. When an organized service club, fraternal group, charity, or civic agency plans a special program or activity with an admission fee, and the proceeds are to be used for substantial scholarship awards to a Newtown resident, facility rental fees may be waived at the discretion of the Superintendent of Schools.
8. Each application will be reviewed to determine whether the purpose of the program, along with its admission charges, merit an increase in the rental costs.
9. Facility use fees must accompany applications.
10. A copy of the insurance certificate should accompany applications, or must be supplied prior to approval.

Legal Reference: Connecticut General Statutes
 10-239 Use of school facilities for other purposes
 Equal Access Act, 20 U.S.C. ss 4071-4074
Good News Club v. Milford Central School, Sup. Ct., 6-11-01
 20 U.S.C. 7905 (Boy Scouts of America Equal Access Act contained in
 No Child Left Behind Act of 2001)

Regulation approved:

NEWTOWN PUBLIC SCHOOLS
 Newtown, Connecticut

A new and recommended policy to consider.

Business/Non-Instructional Operations

Safety

Safe and Secure School Facilities, Equipment, and Grounds

Goal: It is the goal of the Board of Education (Board) to ensure that all facilities, grounds, equipment, and vehicles meet accepted injury and violence prevention standards for design, installation, use, and maintenance.

Safety and Hazard Assessments: *Schools/District* shall develop and implement a written school security and safety plan to conduct regular safety and hazard assessments of all classrooms, buildings, school grounds, gymnasiums, playgrounds, sports-related equipment, and buses and other vehicles used to transport students.

The school security and safety plan shall be an all-hazards approach to emergencies at schools and shall include, but not be limited to:

1. Involvement of local officials, including the First Selectman/~~Mayor~~/Town Manager, Superintendent of Schools, law enforcement, fire, public health, emergency management and emergency medical services, in the plan's development.
2. A command center organization structure based on the federal National Incident Management System and a description of the responsibilities of such command center organization.
3. A requirement that a school security and safety committee be established of each school.
4. Crisis management procedures.
5. A requirement that local law enforcement and other local public safety officials evaluate, score and provide feedback on fire drills and crisis response drills.
6. A requirement that the Board of Education submit annually reports to the Department of Emergency Services and Public Protection regarding fire drills and crisis response drills.
7. Procedures for managing various types of emergencies.
8. A requirement that the Board of Education conduct a security, safety and vulnerability assessment for each school in the district every ~~two (2) years~~ year and develop a school security and safety plan for each school based upon the school security and safety plan standards developed by the Department of Emergency Services and Public Protection. (DESPP)

Business/Non-Instructional Operations

Safety

Safe and Secure School Facilities, Equipment, and Grounds (continued)

9. A requirement that the Safe School Climate Committee of each school collect and evaluate information relating to instances of disturbing or threatening behavior that may not meet the statutory definition of bullying.
10. A requirement that each school provide an orientation pertaining to the security and safety plan to each employee and provide violence prevention training as prescribed in the school security and safety plan.

The Board will annually submit each school's security and safety plan to the Department of Emergency Services and Public Protection.

~~Note: The development implementation of a school security and safety plan for each school, based upon the DESSP standards is required for the school year commencing July 1, 2014, and each school year thereafter.~~

The plan shall include provisions for reporting hazards to appropriate staff, prompt repairs or upgrade of identified hazards and other shortcomings, and appropriate communication of repair/upgrade plans to staff, students and family members.

Safety and hazard assessments shall be conducted ~~annually/other~~ for building facilities and grounds and ~~monthly/other~~ for classrooms, gymnasiums, playgrounds, sports-related equipment, laboratories, and industrial arts facilities. The ~~school/district~~ shall report annually on safety and hazard assessments to the Superintendent of Schools or his or her designee. Written inspection reports shall be kept on file for ~~7 10/other~~ years. ~~School/District~~ shall correct identified hazards before used by students, staff, or community members.

Maintenance: ~~Schools/District~~ shall develop maintenance plans for all classrooms, buildings, school grounds, gymnasiums, playgrounds, **and** sports-related equipment, ~~and buses and other vehicles used to transport students~~. The plan shall include provisions for reporting maintenance needs to appropriate staff, schedules of maintenance activities, and communication of details to appropriate staff, students, and family members. Maintenance reports shall be kept on file for ~~10/other~~ **7** years.

Supervision of Students: All school-related activities shall be supervised by adults to enforce safety rules and prevent injuries. ~~At least one adult trained in first aid, cardiopulmonary resuscitation, and infection control shall always be available when students are present on school grounds to respond to injuries and medical emergencies.~~ All adults supervising playgrounds, athletic fields, gymnasiums, science classrooms, industrial arts classrooms and cafeterias shall have easy access to appropriate first aid supplies. Supervising adults shall be informed of any relevant medical guidance on file with the school concerning limits on the participation of individual students in physical activity. Such information will be treated with strict confidentiality.

Business/Non-Instructional Operations

Safety

Safe and Secure School Facilities, Equipment, and Grounds (continued)

Staff Training: All school personnel, including bus drivers and athletic program coaches, shall receive adequate preparation and participate in ongoing professional development activities relating to preventing and responding appropriately to unintentional injuries and acts of violence at school. The professional development program shall include at a minimum the following topics:

- emergency response procedures, including the use of fire extinguishers;
- proper use of protective gear by students and staff when appropriate;
- identifying students in need of medical attention and referring them for appropriate services;
- administering first aid and cardiopulmonary resuscitation;
- methods of responding to bullying, sexual harassment, and threats of violence;
- identifying students who have been victims of crime or violent behavior and referring them for appropriate services; and
- maintaining student confidentiality.

School Security and Safety Committee

Beginning with the school year commencing July 1, 2014, and each school year thereafter, each District school shall have a school security and safety committee under the jurisdiction of the Board. Such committee is responsible for assisting in the development of the school security and safety plan for the school and administering the plan.

Membership must consist of a local police officer, a local first responder, a teacher at the school, a school administrator, a mental health professional (guidance counselor, social worker, school psychologist, school nurse, or child mental health specialist), a parent/guardian of an enrolled student and any other person the Board finds necessary.

Parents/guardians on the committee shall not have access to information about disturbing or threatening student behavior reported to the committee, as such access may compromise student confidentiality.

Policy Evaluation: ~~The Principal, school health coordinator/other shall regularly monitor, evaluate, and submit an annual report to the School Health Advisory Council/Board of Education/other on the implementation of this policy and its effectiveness in reducing injuries at school. The report shall include recommendations for improvements to the policy and its implementation.~~

Business/Non-Instructional Operations

Safety

Legal Reference: Connecticut General Statutes

10-203 Sanitation

10-207 Duties of medical advisers

10-231 Fire Drills

29-389 Stairways and fire escapes on certain buildings.

P.A. 13-3 An Act Concerning Gun Violence Prevention and
Children's Safety

~~(cf. 6116—~~

~~(cf. 6114.3—~~

~~(cf. 6114.7—~~

(cf. 3517 – Security of Buildings and Grounds)

(cf. 3523.3 – School Facilities – Playground Equipment)

(cf. 4148.1/4248.1 – An Act Concerning Gun Violence Prevention and Children's Safety)

(cf. 6114 – Emergencies and Disaster Preparedness)

(cf. 6114.1 – Fire Emergency (Drills) Crisis Response Drills)

(cf. 6114.3 – Bomb Threats)

(cf. 6114.7 – Safe Schools)

Policy adopted:

cps 2/13

cps 7/13

An optional policy to consider.

Business/Non-Instructional Operations

School Facilities – Playground Equipment

The Board of Education recognizes that playground equipment is an essential part of a complete school facility. Playgrounds allow children further exploration, in the context of play, to stretch their physical and intellectual abilities, social and emotional skills and to learn some basic principles that can be applied to life in the world. Playgrounds are defined as designated areas where stationary and manipulative play equipment is located to facilitate a child’s physical, emotional, social and intellectual development.

All playground equipment, whether purchased by the District or donated by a community or school-related group, must be assessed in terms of suitability for the age level to use the equipment in the school setting and for durability and possible health or safety hazards. Consideration shall also be given to potential hazards when the playground is unsupervised during non-school hours.

The Superintendent shall develop specifications for playground equipment and related play surfaces that meet the recommendations of the National Program for Playground Safety, the standards of the U.S. Consumer Product Safety Commission and the Americans with Disabilities Act. These specifications shall serve as criteria for the selection of playground equipment. Selection and installation of playground equipment shall be based upon safety and contribution to child development:

1. Selection and installation of playground equipment based on safety and contribution to child development.
2. All equipment designed for climbing will have as a base several inches of pea gravel or rubberized safety cushion.
3. All equipment will be maintained and inspected by the Director of Operations (or his designee) on a reoccurring basis.

Legal Reference: Handbook for Public Playground Safety, U.S. Consumer Product Safety Commission, Publication No. 325

Americans with Disabilities Act Accessibility Guidelines for Buildings and Facilities, Sections 4.19 through 4.8.7, and Sections 7.4.3 and 7.4.4

Policy adopted:

cps 1/05

A sample regulation to consider/modify.

Business/Non-Instructional Operations

School Facilities – Playground Equipment

In order to foster safety in the design and use of playground equipment on District property, it is important for the District to provide proper supervision, design age-appropriate playgrounds, provide proper surfacing under and around playground equipment and to keep playground equipment properly maintained. To accomplish these goals, the following guidelines are established:

Actions to Provide Proper Supervision on Playgrounds:

1. Conduct an appraisal of supervisory needs.
2. Create a supervisory blueprint for each playground.
3. Educate children and adults about the safe use of playground equipment.
4. Inform the general public about proper supervisory practices.
5. Monitor current supervisory practices to determine areas where improvement can occur.
6. Share data concerning effective supervisory practices with the National Program for Playground Safety.

Actions to Design Age-Appropriate Playgrounds:

1. Assess current playgrounds for age-appropriate design.
2. Review the United States CPSC's "Handbook for Public Playground Safety" for guidance in determining the correct size of equipment and appropriate physical layouts for playgrounds.
3. Consult various publications for information concerning the developmental needs of children.
4. Consider criteria for purchasing and selecting equipment.
5. Compare selection criteria with manufacturer's description of equipment.
6. Conduct regular evaluations of playgrounds to determine needed improvements.
7. Develop a written plan for the a) retention, b) modification and c) acquisition of playground equipment.

Actions to Provide Proper Surfacing Under and Around Equipment:

1. Conduct an on-site investigation of current surfaces found under and around playground equipment.
2. Examine all surfacing for depth, contamination, coverage and compaction.
3. Advocate for safe surfaces under and around playground equipment.
4. Consider necessary criteria for selection of new surfaces.
5. Help provide data concerning proper surfacing to the National Program for Playground Safety.

Business/Non-Instructional Operations

School Facilities – Playground Equipment (continued)

Actions to Keep Playground Equipment Properly Maintained:

1. Develop written maintenance and inspection policies for the ongoing maintenance, repair and replacement of playground equipment and surfacing.
2. Develop joint maintenance agreements between agencies who share playground facilities.
3. Review maintenance practices and procedures.
4. On an ongoing basis, provide maintenance personnel with training on playground assessment, inspections, and maintenance procedures.
5. Maintain documentation for all playground equipment and surfaces.

Playground Equipment

Equipment shall be properly located, installed and supervised:

1. Selection and installation of playground equipment based upon safety and contribution to child development.
2. All equipment designed for climbing or hanging activities provided with a resilient surface underneath, such as a rubberized safety cushion or several inches of pea gravel.
3. Instruction about the proper use of equipment and safety measures relevant to each piece of equipment provided at the beginning of each school year.
4. Playground equipment and surfacing inspected monthly for wear or damage.
5. Supervision provided on playgrounds and around equipment.
6. Fencing provided where playgrounds are adjacent to streets or highways.
7. Barriers installed and maintained to prevent people from damaging turf and playground equipment
8. Signage posted reminding adults of the need to provide appropriate supervision when the equipment is being used before and after school hours.

Regulation approved:

cps 1/05

Public Playground Safety Checklist

1. Make sure surfaces around playground equipment have at least 12 inches of wood chips, mulch, sand, or pea gravel, or are mats made of safety-tested rubber or rubber-like materials.
2. Check that protective surfacing extends at least 6 feet in all directions from play equipment. For swings, be sure surfacing extends, in back and front, twice the height of the suspending bar.
3. Make sure play structures more than 30 inches high are spaced at least 9 feet apart.
4. Check for dangerous hardware, like open “S” hooks or protruding bolt ends.
5. Make sure spaces that could trap children, such as openings in guardrails or between ladder rungs, measure less than 3.5 inches or more than 9 inches.
6. Check for sharp points or edges in equipment.
7. Look out for tripping hazards, like exposed concrete footings, tree stumps, and rocks.
8. Make sure elevated surfaces, like platforms and ramps, have guardrails to prevent falls.
9. Check playgrounds regularly to see that equipment and surfacing are in good condition.
10. Carefully supervise children on playgrounds to make sure they’re safe.

Source: Consumer Product Safety Commission, CPSC Document #327

Public Playground Planning

In order to reduce risks of injury on school playgrounds, it is necessary to consult with teachers, parents, playground consultants and students in order to determine wants, needs and ideas. Careful planning and consultation can significantly reduce injuries, vandalism, maintenance and other costs by building a sense of school community ownership of the playground.

The following questions should be asked before the planning process begins in order to identify the criteria that the school playground needs to meet:

- What age group will use this play area?
- Is the play area easily accessible to students?
- Does it allow easy supervision for teachers/staff?
- Is there enough room to accommodate all the children using the play area?
- Are there areas for quiet play as well as for active play?
- How much shade do existing trees provide and can natural features of the play space be incorporated to provide opportunities for creative play?
- Will the play area be used before and after regular school hours?
- Does existing playground equipment meet current safety standards?
- What are the requirements for the planned new playground equipment?
- Does the playground offer play and creative opportunities as well as being safe?
- Can the playground be modified to make it useable for disabled children?
- Does the playground challenge physical skills – balance, flexibility, strength and coordination?

A sample policy to consider which states the district's intention to implement the Integrated Pest Management (IPM) concept pertaining to pesticide use.

Business/Non-Instructional Operations

Hazardous Material in Schools

Pest Management /Pesticide Application

The Board of Education believes that structural and landscape pests can pose significant hazards to people, property and the environment. Pests are living organisms such as plants, animals or microorganisms that interfere with human uses for the school site. Strategies for managing pest populations will be influenced by the pest species and the degree to which that population poses a threat to people, property or the environment. Further, the Board also believes that pesticides can also pose hazards to people, property and the environment. The intent of this policy is to ensure the health and safety of students, teachers, staff and all others using district buildings and grounds.

The goal of this pest management program is to manage pests in order to:

- Reduce any potential human health hazard and/or to protect against a significant threat to public safety;
- Prevent loss or damage to school structures or property;
- Prevent pests from spreading in the community or to plant and animal populations beyond the site;
- Enhance the quality of life and to provide a safe and healthy learning environment for students, staff and others.

The school district shall incorporate Integrated Pest Management procedures (IPM) to manage structural and landscape pests and the toxic chemicals for their control in order to alleviate pest problems with the least possible hazard to people, property and the environment. In addition, staff, students and the public shall be educated, at least annually, about potential school pest problems and the IPM policies and procedures to be used to achieve the desired pest management objectives. Integrated Pest Management (IPM) is the coordinated use of pest and environmental information with available pest control methods to prevent unacceptable levels of pest damage by the most economical means with the least possible hazard.

Business/Non-Instructional Operations

Hazardous Material in Schools

Pest Management /Pesticide Application (continued)

IPM procedures will determine when to control pests and whether to use mechanical, physical, chemical, cultural or biological means. Chemical controls shall be used as a last resort. The Board establishes that the school district shall use pesticides only after consideration of the full range of alternatives, including no action, based upon an analysis of environmental effects, safety, effectiveness and costs. The Superintendent or his/her designee shall be responsible to implement Integrated Pest Management (IPM) procedures and to coordinate communications with members of the staff who are responsible for pest control, such as maintenance personnel and custodians, and hired contractors when utilized by the district to control a pest problem. *The Maintenance Supervisor/Head Custodian shall be designated as the IPM supervisor and shall direct and supervise all IPM procedures to be carried out by assigned maintenance and/or custodial staff.*

All district employees who use chemicals to control a pest problem must be trained and shall follow all precautions and application regulations. Effective July 1, 2000, the District will only employ certified pesticide applicators for any necessary and non-emergency pesticide use in school building or on school grounds. Contractors hired to do this work shall give evidence of appropriate training and certification in the proper use of pesticides. Pest control contractors shall be utilized, when deemed necessary, to inspect for conditions conducive to pest problems and to develop appropriate prevention measures. Pest control contractors will be expected to write recommendations for structural improvements or repairs and housekeeping and sanitation measures required to reduce or prevent recurrence of pest problems.

Someone other than a certified pesticide applicator may apply a pesticide in an emergency to eliminate an immediate human health threat when (1) it is impractical to obtain the services of a certified pesticide applicator and (2) a restricted use pesticide is not used.

Whenever it is deemed necessary to use a chemical substance, that school must provide notification to all parents and staff who have registered for advanced notification in conformity with state statutes. Parents/guardians and staff requesting advanced notification must be notified on the day of such use by any method practicable. Notices shall also be posted in designated areas at school at least (*suggested*) forty-eight (48) hours prior to the application.

At the beginning of each school year and at the time a student is registered, parents/guardians shall be informed of the District's pest management policy. Those parents/guardians and staff who register a request shall be notified prior to every pesticide application.

Business/Non-Instructional Operations

Hazardous Material in Schools

Pest Management /Pesticide Application (continued)

Information regarding pesticides used and areas treated shall be maintained for a period of five years at the school site and available to the public and staff upon request. The district shall establish and maintain accurate records of all chemical use and their location. In addition, records of all pest control actions including information on indicators of pest activity that can verify the need for action.

Pesticide applications shall be limited to non-school hours and when activities are not taking place.

Beginning January 1, 2006 the application of lawn care pesticides on the grounds of any schools with students in grade eight or lower must be according to an integrated pest management plan (IPM). Such application is prohibited starting July 1, 2010 except in emergencies. An emergency application may be made to eliminate a human health threat in any school with students through grade eight as determined by the Superintendent of Schools.

Legal Reference: Connecticut General Statutes
 10-231b Pesticide applications at schools: Authorized applicators.
 Exception. (as amended by P.A. 09-56)
 10-231c Pesticide applications at schools without an integrated pest
 management plan.
 22a-46 Short title: Connecticut Pesticide Control Act.
 22a-54 Pesticide applicators, certification, classification, notice, fees,
 reciprocity; financial responsibility; aircraft, tree, public employee
 applicators.
 22a-58 Records to be kept by distributors and applicators.
 23-61b Licensing for arboriculture; examination; fees; renewal;
 suspension, revocation. Nonresidents. Records. Pesticides.
 P.A. 09-56 An Act Concerning Pesticide Applications At Child Day Care
 Centers and Schools.
 Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA) 7 U.S. Code
 136 et seq

Policy adopted:

rev. 7/05

rev. 7/07

rev. 7/0

Optional policy to consider.

Business/Non-Instructional Operations

Liability Insurance

The school system shall maintain appropriate limits of liability insurance to protect it, its Board, its employees, students and their parents against possible catastrophic financial loss occasioned by court action brought outside the area of governmental immunity of the school system.

~~The Superintendent of Schools, or his/her designee, shall seek any needed legal advice in ascertaining areas in which the school system is not protected by governmental immunity.~~

The school system shall indemnify and hold harmless any member(s) of the Board of Education against whom any action is instituted or any judgment of money damages is obtained for the acts of such member(s) other than those of a reckless nature or which constitute gross negligence.

Legal Reference: Connecticut General Statutes

10-235 Indemnification of teachers, board members and employees in damage suits; expenses of litigation.

10-236 Liability insurance.

10-236a Indemnification of educational personnel assaulted in the line of duty.

52-557 Injury to children being transported to school.

Policy adopted:

*A recommended policy including sections pertaining to
inhalant drugs and performance drugs.*

Students

Alcohol Use, Drugs, and Tobacco (including Performance Enhancing Substances)

Pursuant to the goal of the Board of Education (Board) to maintain a drug, tobacco and alcohol-free school district, schools shall take positive action through education, counseling, parental involvement, and medical and police referral in handling incidents in the schools involving possession, sale, and/or use of behavior affecting substances. These substances shall include but not be limited to alcohol and controlled substances as defined in the Penal Code of the State of Connecticut.

Alcohol, tobacco, stimulants, street drugs, including but not limited to marijuana, heroin and cocaine; anabolic steroids, hormones and analogues, diuretics and other performance enhancing substances; including supplements and Creatine, are addressed by this policy and accompanying administrative regulations.

Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind, including such substances that contain chemicals which produce the same effect of illegal substances including but not limited to Spice and K2 and bath salts are addressed by this policy.

Definitions

Drugs are defined as any substance other than food or water that is intended to be taken or administered (ingested, injected, applied, implanted, inhaled, etc.) for the purpose of altering, sustaining, or controlling the recipient's physical, mental, or emotional state. Drugs may include, but not be limited to, alcoholic beverages; controlled substances such as marijuana, hallucinogens, cocaine, barbiturates, amphetamines, narcotics; and non-authorized prescription drugs.

Controlled substances, for purposes of this policy shall include all controlled substances prohibited by federal and state law, look-alike drugs, alcoholic beverages, anabolic steroids, drug paraphernalia, any volatile solvents or inhalants, such as but not limited to glue and aerosol products, and prescription or patent drugs, except those for which permission for use in school has been granted pursuant to Board policy.

Under the influence, for purposes of this policy shall include any consumption or ingestion of controlled substances by a student.

Electronic nicotine delivery system means an electronic device that may be used to simulate smoking in the delivery of nicotine or other substance to a person inhaling from the device, and includes, but is not limited to, an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or electronic hookah and any related device and any cartridge or other component of such device.

Students

Alcohol Use, Drugs, and Tobacco (continued)

Definitions (continued)

Liquid nicotine container means a container that holds a liquid substance containing nicotine that is sold, marketed or intended for use in an electronic nicotine delivery system or vapor product, except “liquid nicotine container” does not include such a container that is prefilled and sealed by the manufacturer and not intended to be opened by the consumer.

Vapor product means any product that employs a heating element, power source, electronic circuit or other electronic, chemical or mechanical means, regardless of shape or size, to produce a vapor that may or may not include nicotine that is inhaled by the user of such product.

Privacy Rights

Personal privacy rights of students shall be protected as provided by law. School properties may be inspected by school authorities to maintain health and safety. Searches to locate drugs, narcotics, liquor, weapons, poisons, and missing properties are matters relating to health and safety and may be regarded as reasonable grounds for searches by school personnel. Privileged communication between a certified or paraprofessional employee and a student concerning drug abuse shall remain confidential except in cases where the employee is obtaining physical evidence of a controlled substance, and/or where there is an immediate threat to, or where students' health, safety, and welfare may be jeopardized.

Illegal Activities

Use, possession, sale or distribution of drugs, including prescription drugs, drug paraphernalia and/or alcoholic beverages in violation of state law or Board of Education policy is prohibited at any time on school premises or at any school-sponsored activity. If a student is under the influence of a drug or alcohol, or engaged in the illegal activity of possessing or selling drugs and/or alcohol, the police will be notified, his/her parent(s)/guardian will be contacted, he/she will be suspended from school, referred to a Student Support Team, and considered for expulsion. In cases of the illegal activity of possessing or selling drugs or alcohol, students will be referred to the appropriate law enforcement authorities. If a student is arrested and is awaiting trial for possession of, or possession of with intent to sell drugs in or on school property or at a school-sponsored event, the student will not be allowed to attend school without the permission of the Superintendent, per the guidelines set forth in Policy #5114.

Notification of Policy

Annually, students will be notified through the student handbook, or through other means, of disciplinary sanctions for violation of this policy.

Students

Alcohol Use, Drugs, and Tobacco

Notification of Policy (continued)

Principals shall include statements, appropriate to student maturity, in school handbooks and on District/school websites to the effect that:

1. the unlawful manufacture, distribution, sale, dispensing, possession or use of controlled substances, other illegal drugs, performance-enhancing substances, alcohol or tobacco, including electronic nicotine delivery systems and vapor products, is prohibited in school, on school grounds, on school transportation and at school sponsored activities;
2. compliance with the standards of conduct stated in the handbook is mandatory;
3. a violation of its provisions will subject students to disciplinary action up to and including expulsion and referral for prosecution;
4. CIAC controlled activities at the high school and middle school levels sponsored by the District/school are included in this policy and accompanying administrative regulations; and
5. CIAC may impose sanctions beyond those applied by the District for the use of performance-enhancing substances, as defined in this policy, by athletes.

Disciplinary Action

Students who violate this policy will be subject to disciplinary action which includes, but is not limited to, suspension or expulsion, and/or a program recommended by the Student Support Team. Student athletes who violate this policy, participating in CIAC-controlled activities shall also be declared ineligible for such activities in accordance with CIAC policy and regulation. Any disciplinary actions imposed will ensure that similar violations will be treated consistently. The Superintendent shall propose and the Board of Education shall approve procedures and regulations to ensure that any student violating this policy is subjected to disciplinary action, and that any disciplinary actions imposed for similar violations are treated consistently.

The following guidelines for reporting alleged violations are to be followed:

1. If an employee suspects student possession, use, abuse, distribution or sale of controlled substances, other illegal drugs, performance-enhancing drugs, alcohol, or tobacco/tobacco products the employee shall refer the matter to the Principal or his/her designee. The Principal or designee will notify the student's parent/guardian, recommend a specific assessment, as appropriate, and contact law enforcement personnel as appropriate.

Students

Alcohol Use, Drugs, and Tobacco

Disciplinary Action (continued)

2. If an employee obtains physical evidence of a controlled substance, other illegal drug, drug paraphernalia, performance-enhancing drugs, alcohol, tobacco products or tobacco paraphernalia from a student in school, on school grounds, on school provided transportation or at a school sponsored event, the employee shall turn the student and the controlled substance over to the school principal or designee. The Principal will notify the student's parent/guardian, recommend a specified assessment as appropriate, notify law enforcement personnel and shall surrender possession of the controlled substance to the proper authorities within the time period required by state law.

Drug-Free Awareness Program

The Superintendent shall assure that the school District provides a drug-free awareness program for students including the following topics:

- health and safety-related dangers of drug abuse;
- review of the Board of Education's policy of maintaining drug-free schools;
- notification of the availability of drug counseling and rehabilitation programs; and
- official penalties for drug abuse violations in schools.

Drugs and Alcohol

It is the policy of the Board to prevent and prohibit the use (except as duly authorized through the school nurse), possession, distribution or sale of any drug, drug paraphernalia, or alcohol by any student at any time on school property, at school-sponsored events or on school-provided transportation. The District provides (1) a supportive environment for recovering chemically dependent students during and/or after their involvement in a treatment program for chemical dependency; and will provide (2) assistance to those students who are affected by drug/alcohol possession or use by others. Any student in District schools found to be using, selling, distributing, in possession of or under the influence of intoxicants, mood altering drugs or substances, or look-alike drugs, or in possession of any related drug paraphernalia during a school session, on school premises, or anywhere at a school-sponsored activity or trip, on school-provided transportation, or otherwise off school grounds when such student's conduct violates the substance abuse policy and is seriously disruptive of the educational process shall be subject to consequences as stated in the student handbook.

A breath alcohol tester is approved for use at events/activities such as dances and proms at the middle school and high school levels where, in the judgment of the school administrator, there exists reasonable suspicion that a student has consumed an alcoholic beverage and then, only under the following circumstances:

Students

Alcohol Use, Drugs, and Tobacco (continued)

Drugs and Alcohol (continued)

- The student denies to an administrator that he/she has consumed alcoholic beverages and wishes to establish his/her innocence. Should the student register a positive reading on the breath alcohol tester, consequences will be administered as outlined in the discipline/behavior regulations in the Code of Conduct.
- The student denies to an administrator that he/she has consumed alcoholic beverages and elects not to utilize the breath alcohol tester to establish his/her innocence. The judgment of the administrator will then be utilized to determine if the student has consumed an alcoholic beverage. In this instance, consequences will be administered as outlined in the discipline/behavior regulations in the Code of Conduct.

Inhalant Abuse

In addition to the prohibitions pertaining to alcohol, drugs and tobacco contained in this policy, no student shall inhale, ingest, apply, use or possess an abusable glue, aerosol paint or substance containing a volatile chemical with intent to inhale, ingest, apply or use any of these in a manner:

1. Contrary to directions for use, cautions or warnings appearing on a label of a container of the glue, paint aerosol or substance; and
2. Designed to affect the central nervous system, create or induce a condition of intoxication, hallucination or elation, or change, distort, or disturb the person's eyesight, thinking process, balance or coordination.

For purposes of this policy, inhalants are defined as follows, but not limited to:

Nitrous Oxide – Laughing Gas, Whippets, CO₂ Cartridge
 Amyl Nitrite – “Locker Room,” “Rush,” “Poppers,” “Snappers”
 Butyl Nitrite – “Bullet,” “Climax”
 Chlorohydrocarbons – Aerosol Paint Cans, Cleaning Fluids
 Hydrocarbons – Aerosol Propellants, Gasoline, Glue, Butane

Further, no student, ~~18 years of age or older~~, shall intentionally, knowingly or recklessly deliver or sell potentially abusable inhalant materials as listed above to a ~~minor~~ **another** student.

No student shall intentionally use or possess with intent to use inhalant paraphernalia to inhale, ingest, or otherwise introduce into the body an abusable glue, aerosol paint or substance or other substance that contains a volatile chemical.

Students

Alcohol Use, Drugs, and Tobacco

Inhalant Abuse (continued)

Any student in the District schools found to be in possession of, using, distributing, or selling potentially abusable inhalant materials shall be subject to disciplinary action as outlined in this policy, up to and including suspension and a recommendation for expulsion. Violators of this policy may also be required to complete an appropriate rehabilitation program. The Superintendent shall propose and the Board of Education shall approve procedures and regulations to ensure that any student violating this policy is subjected to disciplinary action, and that any disciplinary actions imposed for similar violations are treated consistently.

The Board of Education shall incorporate into ~~the curriculum~~ at all levels education pertaining to potential inhalant abuse which is appropriate for students given their age, maturity, and grade level. Inhalant abuse educational programs/information for parents/guardians will be offered in a manner convenient to parents/guardians.

Performance-Enhancing Drugs (including food supplement)

In addition to the prohibition pertaining to alcohol, drugs, tobacco and inhalants, the Board of Education prohibits the use, possession, distribution or sale of performance-enhancing drugs, including anabolic steroids and food supplements, including Creatine, ~~by students involved in school-related athletics or any co-curricular or extracurricular school activity/program,~~ other than use for a valid medical purpose as documented by a physician. Bodybuilding and enhancement of athletic ability and performance are not considered valid medical purposes.

School personnel and coaches will not dispense any drugs, medication or food supplements except as in compliance with Connecticut State law, District policy and as prescribed by a student's physician, dentist, physician assistant or advanced practice registered nurse.

Students shall be made aware of the dangers of steroid abuse and that such abuse, unauthorized possession, purchase, or sale will subject them to disciplinary action and CIAC sanctions.

Students who violate this policy will be subject to disciplinary action. The Superintendent shall propose, and the Board of Education shall approve, procedures and regulations to ensure that any student violating this section is subjected to disciplinary action, and that any disciplinary actions imposed for similar violations are treated consistently.

It is the expectation of the Board that District schools, as members of the Connecticut Interscholastic Athletic Association (CIAC), require all athletes playing in CIAC-controlled sports to be chemical free.

Students

Alcohol Use, Drugs, and Tobacco (continued)

Tobacco/E-Cigarette Use by Students

There shall be no smoking or any other unauthorized use or possession of tobacco, tobacco products, **and/or nicotine products**, including chewing tobacco or tobacco paraphernalia, and electronic nicotine delivery systems or vapor products by students in any school building or school vehicle at any time or on any school grounds during the school day, or at any time when the student is subject to the supervision of designated school personnel. Such as when the student is at any school function, extracurricular event, field trip, or school related activity such as a work-study program. An ongoing program of student support and counseling will be offered to provide support for students who wish to break the smoking habit.

Tobacco includes, but is not limited to cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine, nicotine delivering systems or vapor product, chemicals, or devices that produce the same flavor or physical effect of nicotine substances; and any other tobacco or nicotine innovations.

Alternate language to consider: *For purposes of this policy, “use of tobacco” shall mean all uses of tobacco, including but is not limited to, cigarettes, cigars, snuff, blunts, bidis, pipes, chewing tobacco, or any other substance that contains tobacco or nicotine, **including nicotine gum**, and all other forms of smokeless tobacco, rolling papers and any other items containing or reasonably resembling tobacco or tobacco products and electronic nicotine delivery systems or vapor product. In order to protect students and staff, the Board prohibits the use of tobacco or nicotine-based products in school buildings, on school grounds, in school vehicles, or at any school-related event.*

~~Students who violate this policy will be subject to disciplinary action. The Superintendent shall propose and the Board of Education shall approve procedures and regulations to ensure that any student violating this policy is subjected to disciplinary action, and that any disciplinary actions imposed for similar actions are treated consistently.~~

Medical Marijuana

~~The conditions which follow are applicable to a District student, eighteen years of age or older, who holds a certificate authorizing the palliative use of marijuana issued by the Connecticut Department of Consumer Protection (DCP) for the medical use of marijuana as set out in P.A. 12-55, “An Act Concerning the Palliative Use of Marijuana.”~~

~~The District will not refuse to enroll a student or otherwise penalize a student for being a medical marijuana certificate holder unless failure to do so would cause the school to lose a monetary or licensing benefit under federal law or regulations.~~

~~A student medical marijuana certificate holder is subject to, without bias, the same code of conduct and disciplinary standards applicable to all students attending District schools.~~

Students

Alcohol Use, Drugs, and Tobacco

Medical Marijuana (continued)

~~A student medical marijuana certificate holder shall not:~~

- ~~● Undertake any task under the influence of marijuana that would constitute negligence;~~
- ~~● Possess or engage in the medical use of marijuana

 - ~~● On a school bus,~~
 - ~~● On the grounds of any preschool, elementary or secondary school,~~
 - ~~● Smoke marijuana on any form of public transportation or in any public place;~~~~
- ~~● Operate, navigate, or be in actual physical control of any motor vehicle while under the influence of marijuana, except that a qualifying certified marijuana user for medical purposes shall not be considered to be under the influence of marijuana solely because of the presence of metabolites or components of marijuana that appear in insufficient concentration to cause impairment;~~
- ~~● Use marijuana in any manner not authorized by P.A. 12-55; or~~
- ~~● Offer to give, sell, or dispense medical marijuana to another student or other individual on school property, in school provided vehicles, at school events, or when functioning as a representative of the school.~~

~~If District officials have reasonable belief that a student may be under the influence, in possession of, or distributing medical marijuana, in a manner not authorized by the medical marijuana statute, law enforcement authorities will be informed.~~

~~A student who violates any portion of this policy shall be subject to disciplinary action and applicable criminal prosecution.~~

Alternate language to consider: Although possession and use of marijuana for certain medical conditions, consistent with Connecticut's P.A. 12-55, "An Act Concerning the Palliative Use of Marijuana," is no longer a crime in Connecticut, the possession and use of marijuana remains illegal under federal law. Consistent with federal law, including the Controlled Substances Act and the Drug-Free Schools and Communities Act, the use and or possession of marijuana continues to be prohibited while a student is on a school bus, at school, on school grounds or at a school-sponsored activity. The District will continue to enforce its policies regarding controlled substances and any students who violate District policy prohibiting the use, sale or possession of illegal drugs in District facilities and school property will be subject to disciplinary and criminal action.

Students

Alcohol Use, Drugs, and Tobacco

- (cf. 5114 – Suspension/Expulsion)
- (cf. 5131 – Conduct)
- (cf. 5131.61 – Inhalant Abuse)
- (cf. 5131.62 – Steroid Use)
- (cf. 5131.612 – Surrender of Physical Evidence Obtained from Students)
- (cf. 5131.8 – Out of School Grounds Misconduct)
- (cf. 5131.92 – Corporal Punishment)
- (cf. 5144 – Discipline/Punishment)
- (cf. 5145.12 – Search and Seizure)
- (cf. 5145.121 – Vehicle Searches on School Grounds)
- (cf. 5145.122 – Use of Dogs to Search School Property)
- (cf. 5145.124 – Breathalyzer Testing)
- (cf. 5145.125 – Drug Testing-Extracurricular Activities)
- (cf. 6164.11 – Drugs, Alcohol, Tobacco)

Legal Reference: Connecticut General Statutes

1-21b Smoking prohibited in certain places.

10-19 Teaching about alcohol, nicotine or tobacco, drugs and acquired immune deficiency syndrome. Training of personnel.

10-154a Professional communications between teacher or nurse and student. Surrender or physical evidence obtained from students.

10-220b Policy statement on drugs.

10-221(d) Boards of education to prescribe rules, policies and procedures re sale or possession of alcohol or controlled drugs.

21a-240 Definitions dependency producing drugs.

21a -240(8) Definitions “Controlled Drugs,” dependency producing drugs.

21a-240(9) Definitions “controlled substance.”

21a-243 Regulation re schedules of controlled substances.

53-198 Smoking in motor buses, railroad cars and school buses.

P.A. 11-73 An Act Regulating the Sale and Possession of Synthetic Marijuana and Salvia Divinorum.

P.A. 12-55 An Act Concerning the Palliative Use of Marijuana.

Students

Alcohol Use, Drugs, and Tobacco

Legal Reference: Connecticut General Statutes

P.A. 14-76 An Act Concerning the Governor's Recommendations Regarding Electronic Nicotine Delivery Systems and Youth Smoking Prevention.

P.A. 15-206 An Act Regulating Electronic Nicotine Delivery Systems and Vapor Products

Federal Regulation 34 CFR Part 85 Drug-free Schools & Communities Act.

20 U.S.C. Section 7181 et. seq., No Child Left Behind Act.

Synthetic Drug Abuse Prevention Act of 2012. (part of s.3187, the Food and Drug Administration Safety and Innovation Act)

New Jersey v. T.L.O., 469 U.S. 325 (1985).

Veronia School District 47J v. Acton, 515 U.S. 646. (1995)

Board of Education of Independent School District No 92 of Pottawatomie County v. Earls 01-332 U.S. (2002).

Policy adopted:

rev 1/13
rev 10/13
rev 10/14
rev 7/15

Students

Dress and Grooming

Students shall dress in **professional** clothing appropriate to the school **setting** situation. Restrictions on freedom of student dress may be applied whenever the mode of dress in question:

1. is unsafe either for the student or those around the student;
2. is **counterintuitive** ~~disruptive~~ to school operations and the education process in general;
3. is contrary to law.

~~No restrictions on freedom of dress and adornment will be imposed which:~~

- ~~1. are discriminatory;~~
- ~~2. enforce particular codes of morality or religious tenets;~~
- ~~3. attempt to dictate or adjudicate style or taste;~~
- ~~4. do not fall within the direct or implied powers of the Board of Education.~~

The administration is encouraged to establish any needed regulations consistent with this policy through cooperative planning with staff, students and parents.

Policy adopted:

NEWTOWN PUBLIC SCHOOLS
Newtown, Connecticut

Sample policies are distributed for demonstration purposes only. Unless so noted, contents do not necessarily reflect official policies of the Connecticut Association of Boards of Education, Inc.

Students

Dress and Grooming

1. The administration will take appropriate determination on the newest clothing fads or styles as they pertain to the ~~above~~ dress policy. ~~The administration will determine what attire is unclean and dangerous, or distracts from the educational process.~~
2. Students must wear proper and safe footwear. Any footwear deemed **unsafe** ~~dangerous~~ to the student or others will be prohibited.
3. Sexually provocative clothing - short shorts, see-through clothing, no shirts, garments designed or worn in such manner as to expose parts of the body constituting what generally is considered immodesty **will be prohibited**.
4. Clothing bearing messages that countervail the educational process – profanity, sexual suggestiveness, glorification of the drug/alcohol culture, insignias or other apparel that advertises membership in a gang, messages that incite violence **will be prohibited**.
5. Articles that are part of one’s attire but also designed so that they can be used as weapons – rings that simulate brass knuckles, belt buckles with the edges sharpened, nailed or cleated shoes, jewelry obviously designed to inflict injury **will be prohibited**.
6. Grooming/apparel or lack thereof that constitute a health **concern** ~~hazard~~ – long hair that is unbound while a student is operating machinery in a classroom or swimming in the pool, ~~wearing six-inch platform shoes~~, not wearing shoes **or** wearing heavy outdoor coats in classrooms **will be prohibited**.

Regulation approved:

NEWTOWN PUBLIC SCHOOLS
Newtown, Connecticut

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Connecticut Association of Boards of Education, Inc.

Recommended "good practice" policy.

Business/Non-Instructional Operations

Employee Bonds

All school district employees who handle funds shall be covered for \$_____ under a blanket fidelity bond purchased by the Board of Education. *(Note: \$100,000 suggested amount)*

Alternate language which is slightly modified from that listed above:

All school district employees who handle funds shall be covered under a blanket fidelity bond purchased by the Board of Education.

Another version to consider:

~~Any employee of the Board of Education whose duties entail a recognized financial risk will be bonded for an amount commensurate with the risk involved. The minimum coverage is \$10,000.~~

Policy adopted:

rev 11/12